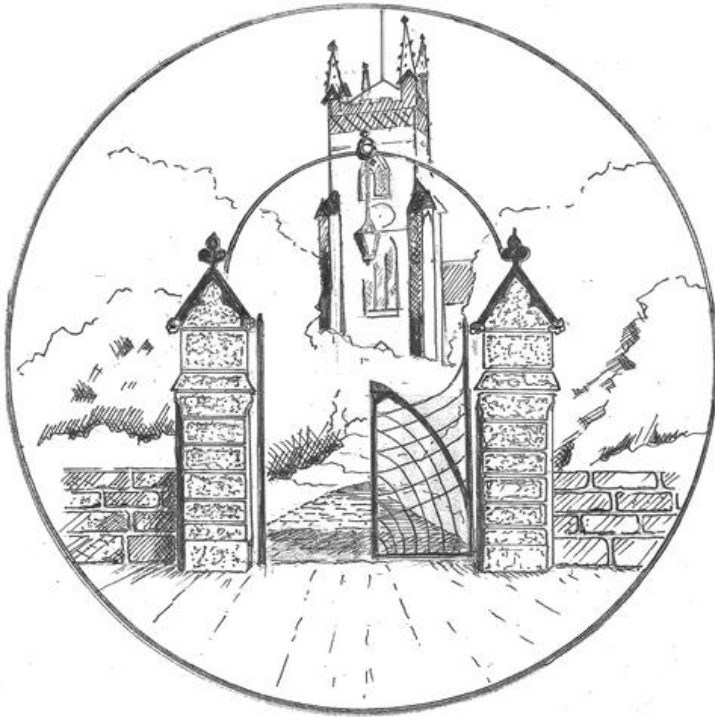


# **Christ Church Lichfield**



## **A Guide to Your Wedding**

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## Your Wedding Checklist

<b>Date and time of wedding</b>	
<b>Send Confirmation of Wedding Booking</b>	
<b>Music</b>	
<b>Organ</b>	
<b>Choir</b>	
<b>Other musicians</b>	
<b>Confirm choice of music with Director of Music</b>	
<b>Readings chosen</b>	
<b>Order of service</b>	
<b>Sent draft to minister</b>	
<b>Printed</b>	
<b>Banns</b> Send Application Form	
<b>Do we need Away Banns</b>	
<b>Organise!</b>	
<b>Flowers</b>	
<b>arranged with caretaker</b>	
<b>Rehearsal date &amp; time</b>	
<b>Fees paid!</b>	

## ***Introduction***

*A wedding is one of life's great moments,  
a time of solemn commitment  
as well as good wishes, feasting and joy*

This quote from the introduction of the wedding service illustrates the multi-faceted nature of a wedding, particularly when you have chosen to have your ceremony in church.

We hope that together we can get the right balance for you. This depends on our getting to know you and your getting to know us. We hope we can do this over the coming months as we prepare for your wedding service.

This booklet is designed to help you with the planning of the wedding service – to ensure that all the options and areas are considered and suitable choices made. Please read it carefully.

If you have any questions or queries at any time please do not hesitate to contact us – a quick phone call or email can often provide the necessary answer.

However it will also be necessary for us to meet from time to time.

## ***Booking your Wedding Service***

By the time you are reading this booklet we may already have provisionally booked a date and time for your wedding – and we may even have met and discussed some of the specific requirements.

However this booking is only provisional. To confirm your booking you must return the ***Confirmation of Wedding Booking*** form which is supplied by our Parish Administrator.

On this form we ask some questions that allow us to check if there are any special legal matters that we need to address. It is therefore important that you carefully read the information on this form and under the *Legal Matters* section of this booklet. It is also important that you both answer all the questions. We will contact you if we need to discuss the answers to any of these questions.

Please complete this form and return it to our Parish Administrator, Sarah Welfare (her contact details can be found on the back cover of this booklet or on the booking form). With this booking form we ask that you pay a deposit of £30. This deposit will be deducted from the final payment for your wedding, but is usually not refundable if you cancel your booking. A cheque in payment of the deposit should be sent to Sarah with the completed booking form.

### **Cheques should be made payable to Christ Church Lichfield PCC (Fees)**

Once this form and the cheque are received we will enter your details in our diary, process your cheque and confirm to you, normally by email, that everything is in order. If you have not heard from us within 21 days of sending us the confirmation form please contact us to make sure we have received it.

## ***Legal Matters***

### **Who can get married in church?**

Anyone who lives within the Parish of Christ Church can get married in the church, provided that they are legally able to marry.

This means that

- both partners must be over 16 years of age
- both partners must be legally free to marry (see below)
- the couple are not directly related to one another
- the partners are of different sexes.

If neither of you currently lives in the parish you may still be married at Christ Church if either has a 'Qualifying Connection'.

A person has a Qualifying Connection with a parish if that person:

- was baptised in the parish in a Church of England service; or
- had his or her confirmation in the Church of England entered in a church register book of a church or chapel in the parish; or
- has at any time had his or her usual place of residence in the parish for at least 6 months; or
- has at any time habitually attended public worship at Church of England services in the parish for at least 6 months;

or a Parent of that person has at any time during that person's lifetime:

- had his or her usual place of residence in the parish for at least 6 months; or
- habitually attended public worship at Church of England services in the parish for at least 6 months;

or a Parent or Grandparent of that person was married in the parish by a Church of England service.

## **Who is legally free to marry?**

1. Anyone who is **single** – that is they have never been married or entered into a civil partnership.
2. Anyone who is **widowed** – that is they have been married but their partner has died.

## **If you are divorced, or if your civil partnership has been dissolved.**

Although the church has no obligation to offer re-marriage we will consider this on a case by case basis. If you are divorced please talk to our minister.

## Banns and licences

The normal legal preliminary to a wedding in the Church of England is by banns. This means that your intention to get married is announced in church for three Sundays before your wedding. This is usually referred to as *publication of banns* or *reading of banns*.

At Christ Church banns are normally published on the first three Sundays of the month before the month in which your wedding is booked. (ie if your wedding is in June the banns will be published on the first three Sundays in May).

If one or both of you live outside the Parish of Christ Church, Lichfield you will also need to get your banns read in the church of the parish(es) in which you live. We will advise you on this but it is your responsibility to contact the vicar of this church and ask for your banns to be read. There will be a fee for this, payable to the church in which your banns are being read.

If you are unsure of what parish you live in the ***Church Near You*** website can help you find this out and usually tell you who you need to contact as well. Visit <http://www.achurchnearyou.com/>

In order for us to publish your banns we need some information from you. You should complete the Banns Application Form which we will send out to you. This also gives us all the information we need to complete the wedding registers.

In some cases it will not be possible for you to get married *by banns*. You will need to apply for either a common licence or a special licence. This will normally be discussed at the preliminary meeting at which we provisionally book the date of your wedding. However the questions on the ***Confirmation of Wedding Booking*** will also alert us to any potential issues, which we will discuss with you. This is why it is important that this form is completed correctly and returned promptly.

If you need to apply for either a special or a common licence we will give you the details of how to do this.



## ***For your wedding service***

### **The service outline**

The most common form of marriage service is the modern language form, which is included within ***The Common Worship: Services and Prayers for use in the Church of England***. The outline of this service is given in Appendix 1.

Because of the legal basis under which clergy are allowed to act as registrars for weddings we are not allowed to use any other forms of service. This specifically relates to the *legal bits* of the service – that is *The Declarations, The Vows and Giving of Rings, and The Proclamation*. There are however, many ways in which your wedding service will be unique to you – particularly in your choice of readings, music and hymns. These are considered in the next sections of this booklet.

## Music and Hymns

Christ Church is served by a professional musician, Peter Elliott, as Director of Music, and it is normal for you to engage his services as organist/pianist, and, if appropriate, choirmaster for your wedding.

The fee(s) you pay in this context help to ensure that we can continue to maintain music of a professional standard at Christ Church.

Peter is also uniquely qualified to advise you on the music for your wedding in Christ Church — he knows what sounds effective on the organ, and in the building. **Please make sure you have begun to discuss your music with him NO LATER THAN 4 WEEKS BEFORE YOUR WEDDING.** You can do this by either talking to him in church after worship on a Sunday morning, or at a choir practice in church on a Friday evening (Peter is in church from 3pm to 9pm), or by arranging an appointment to meet him at another time. His contact details are given on the back cover of this booklet.

We value live music performance at Christ Church. At a wedding, this could be music played (by Peter) on the organ or digital keyboard to accompany your entry and departure, as solo or background music when required, and to accompany your hymns. However, we also have an excellent sound system, and can certainly accommodate any commercially recorded music you may like to use. It would be most convenient to us if you could present any recorded music you want to use on CD, but if your music is stored on a hand-held device, and you would have difficulty in making a CD, this can easily be done on one of your visits to church, where we have a CD recorder.

We also have a flourishing choir at Christ Church, and if you choose to employ the choir, they would be able to support the singing of the hymns, and to perform an anthem if required. When you decide on the date of your wedding, we can advise you on the likelihood of enough singers being available to make a choir.

Most couples have two or three hymns, music for the Entrance of the Bride, for the Exit Procession, and music to cover the signing of the registers. To help you with your choice of music a list of popular hymns and other possible music is given in Appendix 2. If you intend to produce your own Order of Service, we recommend the Church of England website [www.yourchurchwedding.org](http://www.yourchurchwedding.org) as the most reliable source of accurate hymn words — and you will also find other suggestions there for hymns, music and readings.

It is not uncommon for couples to employ other musicians at weddings. If they are not friends or family members, they will expect to receive a fee. You are welcome to engage other musicians, but before going to this expense, it is worth bearing in mind that at Christ Church we probably have both the expertise and facilities to perform any music of your choice, in any style. If you would like to use other musicians during the service, it is important to discuss this with both the minister and the Director of Music, so that arrangements can be made to accommodate them, and a rehearsal arranged if necessary. Also, if you wish to invite a guest organist to play, please discuss this with us.

You will want to discuss all these music related matters with us during some of our meetings with you. To indicate your choices, we ask you to confirm your basic music requirements at the same time as you return the Banns Application form. Even if you think you have discussed everything with us, it is important that you do this, as it enables us to check that we have all the details correct, and also to ensure that the invoice for your wedding is accurate.

Finally, please remember that, in order for us to understand exactly what your wishes are in terms of music, it is essential that you have early and *personal* contact with Peter Elliott, as the person in overall charge of delivering your music choices effectively on your wedding day.

## Readings

We ask you to include one Bible reading in the service. You need to decide what is right for you – the following will help you to choose.

- Genesis, Chapter 1, verses 26–28  
*God creates women and men to look after the earth*
- Song of Solomon, Chapter 2, verses 10–13;  
Chapter 8, verses 6&7  
*A love poem between two lovers*
- Matthew, Chapter 5, verses 1–10  
*Jesus teaches how to live life that brings true happiness*
- Mark, Chapter 10, verses 6–9 and 13–16  
*Jesus teaches about marriage, and welcomes children*
- John, Chapter 2, verses 1–11  
*What happens when Jesus attends a wedding reception*
- 1 Corinthians, Chapter 13  
*Love, actually!*
- Ephesians, Chapter 5, verses 21–33  
*Committing to each other*
- Philippians, Chapter 4, verses 4–9  
*Seeing the good side...*
- Colossians, Chapter 3, verses 12–17  
*Getting the perfect relationship*
- 1 John, Chapter 4, verses 7–12  
*Being a good lover!*

You can find these (and other readings) on line. Go to <http://bible.oremus.org/> and type in the reference: eg for Genesis Chapter 1, verses 26–28 type Genesis 1: 26–28.

If none of these seems right or you would like another Bible reading please talk to the minister taking your service. We can suggest many others.

You may also like to include a suitable non-Bible reading. There are very many of these. See [www.yourchurchwedding.org](http://www.yourchurchwedding.org) for some suggestions.

The only thing we ask is that we see the reading(s) beforehand.

## Order of Service

Once you have made all the decisions about music and readings you will need to arrange for an order of service to be printed. Whilst this is your responsibility we would like to be involved in the process to ensure that everything is right from our point of view.

If you are having the choir at your wedding please make sure that:-

1. Enough copies of the order of service are printed to allow for one each for the choir (12 copies are usually enough).
2. The choir's copies are with the Director of Music in advance of your wedding day so that they can be marked with musical instructions for the singers.

The Outline to the Service given in Appendix 1 is a good starting point for what needs to be included. We may also be able to give you some "examples" of previous orders of service to give you an idea of layout etc.

See [www.yourchurchwedding.org](http://www.yourchurchwedding.org) for accurate hymn words, or if in doubt, please check with us before printing.

Although you are producing the orders of service we have a copyright licence which covers you for the printing of the words of the hymns. However you must include our CCLI number on the sheet. The following form of words should be included

*Copyright hymns reproduced under CCLI Licence No. 241277*

## ***For the Wedding Day***

### **Flowers and Decorations**

The church will normally have a single floral pedestal in place but you will probably want to have special flowers and/or decorations in church for your wedding.

You can arrange prior visits to the church with your flower arranger/organiser by contacting our caretaker (contact details on the back cover) to arrange access. She can also advise you on what resources are available at church, (pedestals etc.).

If there is more than one wedding on your particular day we will advise you in case you want to contact the other couple.

Please note:

During Lent (6 weeks before Easter) and Advent (4 weeks before Christmas) there are special restrictions on flowers in church. There will not be a pedestal already in church and we would ask that any flowers and decorations are removed after the wedding. A pedestal can be left in the porch.

At Easter, Christmas and Harvest Festival the church is decorated for these special festivals and in this case we normally ask you to rely on the church's decorations.

We will of course advise you of the relevant dates.

## **Cameras and Videos**

You will most likely want a suitable record of your wedding. However we don't want the use of any still or video camera to intrude on the beauty of your wedding service.

For this reason we ask:

**Still cameras** – we will discuss and cooperate with your *official photographer* to ensure that they can get the photographs you want without being intrusive during the service. We ask your guests not to use cameras during the service as this can be distracting. We are quite happy (positively encourage) your guests to take photographs as you process down the aisle after the wedding.

**Video cameras** – if you wish to engage the services of a professional videographer, there are legal considerations to take into account, especially if musicians and music are part of the recording. This is because filming affects copyright and other performing rights of musicians which could impact on the total cost of your wedding. We recommend visiting the Church of England's website for further information:

[www.yourchurchwedding.org](http://www.yourchurchwedding.org)

We ask that your guests refrain from any use of video cameras in the church.

**After the service.** There are many beautiful locations around the church for you to have your photographs. If you are unfortunate enough to have inclement weather we will normally allow your photographer (and your guests) to take photographs in the church. However this may be limited if there is another service after your wedding.

## **Bells**

Christ Church has only a single tolling bell – which is not suitable for weddings. Therefore we are unable to offer bell ringing.

## ***Meetings and Rehearsals***

When you first decide to get married at Christ Church and contact us to book a date we will ask you to meet with our minister. At this meeting we will explore any general issues there might be with your marriage and the wedding ceremony.

As the date of your wedding approaches we will need to talk again to discuss the order of service. Precisely when this takes place will vary from couple to couple, however we must have heard from you about this 3 months before your wedding date.

It is also important that we have a rehearsal for your wedding. The main reason for this is for you, and the others closely involved with the service to feel relaxed about the service and the church.

This rehearsal normally takes place in the week before the wedding – but we will arrange a suitable date with you. As a minimum we expect the following to be at the rehearsal

- The couple!
- Chief bridesmaid
- Best man
- Chief usher
- Bride's father (if bride being *given away*\* by father)

It is also good if the parents of both the bride and groom can be present but this is not essential. If you feel you would like others at the rehearsal please discuss it with us.

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\* Although there is no legal need for a bride to be “given away” many brides choose to do this. There is also no reason why it has to be your father – others may be more appropriate.



## **Marriage Preparation**

Whilst your wedding day is a very important milestone in your relationship, it is only one (very important) day. It is, however, the first day of the rest of your lives together. We are sure that you have already thought very carefully about this but would ask you to hold this in mind particularly when all the planning and arrangements for the day itself start to take over.

If you want to discuss any of the longer term matters of marriage – particularly with respect to the spiritual side of things – we will be happy to take the time to see you.

## **After Your Marriage**

Couples who wish to have their wedding recorded in the Parish Magazine, “The Beacon”, are invited to submit a photograph and brief details of the event to the editor at [beaconmagazine@btinternet.com](mailto:beaconmagazine@btinternet.com)

This will then be published in the next issue of the magazine as a record of your special day. Consent to publish will have been deemed to be given by the submission of the photograph. A copy of the magazine will be sent to you after publication. Each issue is added to the church archives and will be maintained for decades into the future.

## ***Money Matters***

The cost of your wedding service depends on what you choose to do.

### **Statutory Fees**

These are the fees set by the Church of England – and are the same for all Church of England churches in the UK.

### **Extras**

These costs are set by the church and depend to some extent on what you choose:

*Organist and use of organ.* As discussed above it is usual for you to engage the services of our organist – and this fee covers his payment for the service and the consultation on suitable music beforehand. The *use of organ* fee helps to pay for the maintenance of the organ and development of music within the church.

*Choir.* This fee is only payable if you choose to have the choir to sing at your wedding.

*Vergers.* This pays for the services of our caretaker. She will be available (with prior appointment) if you need to get into the church before the wedding (eg to discuss flowers with your florist). She will also ensure that the church is in good order for your wedding and will be at the ceremony to guide your ushers and tidy up afterwards. This fee is not normally negotiable.

*Video.* Extra charges are made for both the organist and choir if you choose to have a video made of the service.

*Heating.* If you get married in the winter months (October to March, inclusive) we make a charge to cover the heating of the church for the rehearsal and the wedding service.

## Collections and Donations

We will take a collection at the end of the wedding service. This is split (50:50) between Christ Church and a charity of your choice.

The Christ Church portion supports our general running and maintenance costs. Even a small church like Christ Church costs around £5000 per month to run (this does not allow for major repairs and development).

If you have no specific charity that you would like to support we will give the money to Pathway Project – which is a local charity that provides help for women and children suffering from domestic abuse.

## The Costs in 2019

Costs do increase year on year but hopefully the following table will give you an idea of the various costs involved

**Statutory Fees** – these must be charged.

Banns	£	30.00
Banns certificate	£	14.00
The Wedding Service	£	455.00
Marriage Certificate(s) each	£	4.00
Additional Certificates (at a later time, each)	£	10.00

**Extras** – these are the choice of those making the booking

Organist	Fee (no video)	£	95.00
	Fee (with video)	£	190.00
	Use of organ	£	85.00
Choir	Fee (no video)	£	100.00
	Fee (with video)	£	200.00
Verger	£	67.00	
Heating	£	95.00	
<b>Deposit taken on booking</b>	<b>£</b>	<b>50.00</b>	

# Appendix 1 Outline of the Wedding Service (Common Worship)

**Arrival of the Bride** (processional music)

## ***The Welcome***

Priest: The grace of our Lord Jesus Christ,  
the love of God,  
and the fellowship of the Holy Spirit  
be with you

**All: and also with you.**

**Hymn**

## **The Preface of the Marriage and Declarations**

Priest: Will you, the families and friends of X and X,  
support and uphold them in their marriage

**All: We will.**

**Readings**

## **The Marriage**

The Giving Away of the Bride

The Vows & The Giving of Rings

The Proclamation & The Blessing of the Marriage

**Registration of the Marriage** (music to be played/sung)

## **Hymn (optional)**

### **Prayers**

followed by the Lord's Prayer

Our Father in heaven,  
hallowed be your name,  
your kingdom come,  
your will be done,  
on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins  
as we forgive those who sin against us.  
Lead us not into temptation  
but deliver us from evil.  
For the kingdom, the power,  
and the glory are yours  
now and for ever.  
Amen.

## **Hymn**

### **The Blessing**

**The Departure of the Bride and Groom** (processional music)

## ***Appendix 2 – Music and Hymns***

The suggestions given here are just that – suggestions. We strongly encourage you to discuss the hymns, processional music and other music during service with the organist.

### **Hymns**

A new commandment  
All people that on earth do dwell  
All things bright and beautiful  
Come down O love divine  
Crown with love Lord this glad day  
Father hear the prayer we offer  
Fill thou my life  
For the beauty of the earth  
Give me joy in my heart keep me praising  
Guide me, O thou great Redeemer  
I vow to thee, my country  
Immortal invisible God only wise  
Jerusalem (And did those feet)  
Lead us Heavenly Father lead us  
Lord for the years  
Lord of all hopefulness  
Lord of the dance  
Love divine all loves excelling  
Make me a channel of thy peace  
Morning has broken  
Now thank we all our God  
O Jesus I have promised  
O praise ye the Lord  
O Thou who camest from above  
O worship the king  
One more step along the road I go  
Praise my soul the King of heaven  
Praise the Lord ye heavens adore him  
Praise to the Lord the almighty the King of creation  
The king of love my shepherd is

## **Processional Music**

Abdelazer	Purcell
Bridal March from Lohengrin ("Here comes the Bride")	Wagner
Canon in D	Pachelbel
Concerto in A Minor	Vivaldi
Coro from the Water Music	Handel
Grand March from Aida	Verdi
Minuet from the Fireworks Music	Handel
Nun Danket	Karg-Elert
Postlude	Matthias
Prelude from the Te Deum	Charpentier
Scipio (March)	Handel
St Anthony's Chorale (Haydn)	Brahms
The Queen of Sheba	Handel
The Wedding March (Midsummer Night's Dream)	Mendelssohn
Toccata in C	Bach
Toccata in D Minor	Bach
Toccata in F	Widor
Trumpet Voluntary	Jeremiah Clarke
Trumpet Voluntary	William Boyce
Trumpet Voluntary	John Stanley
Wedding Day at Troldhaugen	Grieg

## **Music during the signing of the registers**

Air on the G string	Bach
Sheep May Safely Graze	Bach
Jesu Joy of Man's Desiring	Bach
Ave Maria	Schubert
Panis Angelicus	Franck
Air from the Water Music	Handel
Berenice (Minuet)	Handel
Priere a Notre Dame	Boellman
Air and Gavotte	Wesley
Canon in D	Pachelbel
Adagio from the Clarinet Concerto	Mozart
Morning	Grieg

## **Contact Details**

### **Our Minister**

The Rev'd Janet Waterfield  
The Vicarage  
95 Christchurch Lane  
LICHFIELD  
WS13 8AL

Tel: 01543 410751

email: [janwaterfield@blueyonder.co.uk](mailto:janwaterfield@blueyonder.co.uk)

### **Our Parish Administrator**

Sarah Welfare  
154 Chesterfield Rd  
LICHFIELD  
WS14 0AA

email: [christchurchlich@btinternet.com](mailto:christchurchlich@btinternet.com)

### **Our Director of Music**

Peter Elliott  
Tel: 01543 263200

### **Our Caretaker**

Margaret Beddoe  
Tel: 01543 253767