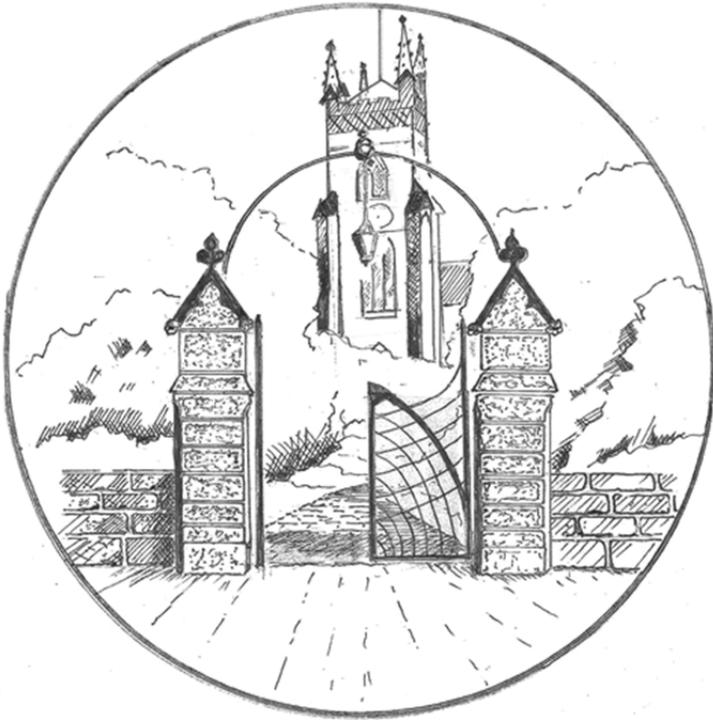


Christ Church Lichfield



A Guide to Your Wedding

Contents

| | |
|---|------------|
| Your Wedding Checklist | 2 |
| Introduction | 3 |
| Booking your wedding service | 4 |
| Legal Matters | 5 |
| Who can get married in Christ Church | 5 |
| Banns and licences | 7 |
| For your wedding service | 8 |
| The service outline | 8 |
| Music and hymns | 8 |
| Readings | 10 |
| Order of Service | 11 |
| For your wedding day | 12 |
| Flowers and decorations | 12 |
| Cameras and videos | 13 |
| Bells | 13 |
| Meetings and Rehearsals | 14 |
| Marriage Preparation | 15 |
| Money Matters | 16 |
| Statutory Fees | 16 |
| Extras | 16 |
| Collections and Donations | 17 |
| Costs in 2015 | 17 |
| Appendix 1 – Outline of the wedding service | 18 |
| Appendix 2 – Music and Hymns | 20 |
| Contact details | back cover |

Your Wedding Checklist

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

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 you should have been given with this booklet) and return it to us at least 4 months prior to the date of your wedding. 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

It is normal for you to engage the services of our Director of Music as organist, and, if appropriate, as choirmaster for your wedding.

This is partly because his fee is an important part of his pay and ensures that we (and many other churches) continue to enjoy the services of professional musicians both at our Sunday services and for weddings, baptisms and funerals.

However he is also uniquely qualified to advise you on the music for your wedding in Christ Church – he knows what sounds good 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 either by talking to him in church after worship on Sunday morning or at choir practice on Friday evening, or by fixing a specific appointment to meet him. His contact details are given on the back cover of this booklet.

How much music you want during the service is for you to decide.

Most couples have two or three hymns; processional music for the *Entrance of the Bride, The Exit Procession* and also music during *The Signing of the Registers*.

To help you start making some choices a list of popular hymn choices is given in Appendix 2 together with some suggestions of processional music and music for during the signing of the register.

There are also some websites which might help with your choice:

www.2-in-2-1.co.uk

if you go to the 'Wedding Centre' section of their site you will find lots of suggestions about hymns.

www.confetti.co.uk

This site includes the words and music of the more popular wedding hymns as well as suggestions for readings.

www.weddingguide.co.uk

The Information and Advice section has suggestions for readings and music including clips of the more popular processional music to help you make your choice.

There are also commercially available CDs of wedding music.

You may wish also to have the church choir. When you decide on the date of your wedding we can advise on the likelihood of a choir being available. The choir will be able to lead the singing of hymns and could also sing during the signing of the register.

It is becoming more common to employ other musicians at weddings - performers other than friends or members of the family, and who will therefore expect to receive a fee. Before considering this extra expense, it is worth bearing in mind that at Christ Church we have both the musical expertise and instrumental facilities to perform almost any music of your choice – classical or popular, traditional or modern. It would certainly be worth consulting the Director of Music before making arrangements for any other professional musicians to be present.

However if you would like to use any other musicians during the service it is important that you discuss it with both the minister and the Director of Music, so that arrangements can be discussed and a rehearsal arranged if necessary.

You will want to discuss all these music related matters with us during some of our meetings with you. To finally confirm your choices we ask you to let us 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 service is accurate.

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. If you want some ideas some of the websites given above for music also include readings.

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.

The words of many hymns are available on line: try www.cyberhymnal.org or one of the websites given above. If you cannot find the words then we can often help.

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

You will probably want to arrange to have special flowers and/or decorations in church for your wedding. Unfortunately at the moment we cannot normally offer to arrange this for you.

You will probably either want somebody you know, or a professional florist to arrange the flowers in church. You may also want to visit the church with the person who is to arrange the flowers to discuss what would work well in this setting.

To arrange the visit and also to arrange for access to the church to arrange the flowers for your wedding you need to make arrangements with our caretaker. She can also advise on what resources are available at church (pedestals etc) and what you will need to provide for yourself.

Her contact details are on the back cover. It is important that you make the arrangements in good time to ensure that your flower arranger can get into church at the right time.

Sometimes there is more than one wedding per day. If this is the case for you we will let you know and put you in contact with the other couple(s) getting married on the same day. You can then come to an agreement on flowers between yourselves.

At some special times of year there may be some restrictions on flowers. In particular:

- during Lent (6 weeks before Easter) and Advent (4 weeks before Christmas) we normally ask that there is only a single pedestal of flowers. This will be removed to the porch for Sunday service.
- at Easter, Christmas and Harvest the church is decorated for these special festivals. In this case we will normally ask that you rely on the church's decoration.

In both these cases we will advise you once your booking is confirmed and liaise with you in good time before your wedding.

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, for reasons of copyright they (or you) will need to be in possession of an appropriate copyright licence for the service. You can get details of the costs and apply for the licence online:

visit www.videollicence.co.uk

We must see this before the service or else we will not allow the recording to go ahead.

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. It is usually at this meeting that you will be given this booklet!

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.

* 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.

Money Matters

The cost of your wedding service depends on what you choose to do. The current costs for the different elements are given at the end of this section.

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. This does not cover the cost of the copyright licence (see above) which you are responsible for obtaining.

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 2015

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

Statutory Fees

These are set by parliament every year

| | | |
|----------------------|---|--------|
| Banns | £ | 28.00 |
| The Wedding Service | £ | 413.00 |
| Marriage Certificate | £ | 4.00 |

Extras

| | | |
|---|------------------|----------|
| Additional copy of Marriage Certificate | £ | 10.00 |
| Organist | Fee (no video) | £ 88.00 |
| | Fee (with video) | £ 176.00 |
| | Use of organ | £ 80.00 |
| Choir | Fee (no video) | £ 95.00 |
| | Fee (with video) | £ 190.00 |
| Verger | £ | 65.00 |
| Heating | £ | 95.00 |

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 |
| Toccatà in C | Bach |
| Toccatà in D Minor | Bach |
| Toccatà 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

Our Parish Administrator

Sarah Welfare
154 Chesterfield Rd
LICHFIELD
WS14 0AA

email: christchurchlich@btinternet.com

Our Director of Music

Peter Elliott

Tel: 01543 263200

Our Caretaker

Margaret Beddoe

Tel: 01543 253767