



THE PARISH OF
ST WILFRID
HARROGATE



The Parish Church of St Wilfrid
Harrogate



GETTING MARRIED AT ST WILFRID'S

**GUIDANCE NOTES FOR COUPLES
AND APPLICATION FORMS**



THE PARISH OF
ST WILFRID
HARROGATE

FROM THE TEAM RECTOR

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Dear friends,

Getting Married at S Wilfrid's Harrogate

I am delighted that you are enquiring about the possibility of arranging your Wedding at S. Wilfrid's Church.

This pack is intended to give you some information about the legal requirements, the practice of the Parish Church here, and the procedure you need to follow for booking a Wedding. Please read it carefully, so that we can be sure that you meet the requirements necessary to be married here. It is also designed to help you consider something of the nature, meaning and commitment of Christian marriage.

It is not normally the practice of this parish, as in almost all parish churches, to offer to marry those who have been previously married and whose former partner is still alive. We are aware that this can be a very sensitive and delicate issue. If it is the case that either of you have been married before, we will need to meet before making any booking can be made. For many couples in this circumstance we are able to offer a service of Blessing and Dedication following a Civil ceremony, and this is often an acceptable and popular solution.

Please read through the various parts of this information pack. If you wish to make a booking or if you have any questions, please contact the Parish Administrator, Mrs Linda Harrison on (01423) 504629.

With Best Wishes & Blessings

Fr Gary Waddington
Team Rector

GUIDANCE NOTES AND FAQs

¶ CONTACTING US

St Wilfrid's is a very busy parish church. The parish office is open from **Tuesday to Thursday** from 9.30am to 12.30pm. If you leave a message or email outside of these hours, they will not be answered until the office re-opens. We will do our best to respond to you as quickly as possible, but please be aware that there are times that the office is hectic. There are over 600 services held in St Wilfrid's every year. We do appreciate that your marriage service is important, but you can imagine there are a lot of important services held here, and administering them, with limited staffing can, at times, frustrate us all!

PLEASE can we therefore ask you, that even if you have a number of questions, you send no more than ONE email per week? This will help us to more efficiently answer your questions. This is especially important in the fortnight before the wedding takes place. The office can easily be inundated with questions from a number of couples, and it can be very difficult to reply promptly to everyone!!! **As ever, the sooner you are able to make your choices, the easier it is for all involved.**

The Post Code for SatNav users is HG1 2EY

¶ YOUR PARISH OF RESIDENCE

If one or both of you do not live in this parish, we need to know which parish you live in. You may already know this, in which case put the name of the parish in the box. If you do not know, enter your postcode into the search at www.achurchnearyou.com and you will be able to find the information.

¶ READINGS

With your application pack, you will be supplied with a set of bible readings. Two bible readings must be chosen: one from section A and one from section B. You are invited to provide a reader for the first reading, the second normally being read by the officiating priest. If you have other readings you would like read, or alternative bible readings, this should be discussed in advance with the priest who officiates.

¶ FLOWERS

Whilst there are often flower arrangements in church, it is not possible for special flowers to be arranged by our in house team. You should, if you require special flowers in church, arrange for these with local professional florists. If you choose to use a professional florist (or indeed use family or friends for this purpose) it is your responsibility to:

1. Check that the church is not being used for other events at the time that arrangements are delivered and put in church or arranged in church. You must check with the parish office.
2. Make sure that arrangements are sited so as not to interfere with the normal working of the church. Any arrangements with candles must be carefully lit before the service **and** extinguished afterwards by your ushers.
3. Provide all materials, stands etc.
4. Make sure that arrangements are not affixed to the fabric of the building (walls, screen etc) without prior written approval from the Team Rector.
5. Make sure that any arrangements, candles etc do not mark the floor or walls. If they do, you will be required to make good any damage, including professional cleaning fees.
6. **Flower arrangements and pew ends are not allowed in Church during the seasons of Advent and Lent, without exception.**

¶ SERVICE BOOKLETS

We recommend to all couples that a full service booklet is produced. We can supply you with a free template for this. We are unable though, to typeset or print your booklets.

Any service booklet you do produce **MUST** first be checked by the priest who is to officiate at your marriage service. A proof copy should be supplied **well in advance**. Please **DO NOT** print your booklets until you have received approval to do so. This is so that we can make sure common mistakes are avoided. You should supply enough copies for all your guests plus an additional 10 copies (for the clergy, organist, bell ringer, vergers etc...). If you have additional musicians and/or a choir, you should also supply enough copies for them in addition to the above.

You may of course choose not to print an order of service. In this case we can provide hymn books only.

¶ CHOIRS

The Parish Choir is not normally available to sing at weddings. If you especially wish to ascertain if the parish choir is able to sing at your Marriage service, you must make arrangements to meet with the Choir Director well in advance (we recommend at least 6 months). You are then responsible for liaising directly with him for the choices of music. Fees for the choir are in addition to the standard fees, and can be obtained from the Choir Director.

¶ ORGAN MUSIC AND HYMNS

An organist is usually required for a wedding. As part of the standard contract for organists, they have a right to a fee for every wedding here, if they are available, whether or not they play the organ themselves. Even if you supply a family friend to play our own organist must still receive the fee to which he is entitled. Organ Music at your Marriage Service should be discussed with the Organist, Mr Tim Gray who will be able to help and advise you. He can also advise you on hymns, which should then be confirmed by the priest who is officiating.

¶ BRIDESMAIDS AND PAGE BOYS

It is always a joy to have bridesmaids and page boys. They help support both bride and groom. However, there can be a couple of pitfalls. Many brides are happy with two or three bridesmaids. From time to time some brides like more. Please be aware that too many bridesmaids do end up competing for space with the Bride, and ultimately distract from the Bride herself! If you decide to ask younger children, please be aware that this can be quite overwhelming for them. A big building with lots of people can be quite frightening for a small child, especially when they are exposed to attention at the front. If you do ask younger children to help in this way, please have a suitable grown up on hand (who is not otherwise involved) who can help if a child becomes distressed.

¶ FLOWER PETALS AND CONFETTI

Guests are more than welcome to throw things at the newly married! We ask though that confetti or flower petals are only thrown at the gateway to the Churchyard. They must not be thrown by the porch. Flower petals (and or attendant flower girls) may not be thrown in Church.

¶ PHOTOGRAPHY AND VIDEOGRAPHY

We welcome professional photographers to take pictures of your marriage. This is on the understanding that they limit their movements to the back half of the church during the service. They will then be allowed a short period of time to come forward, after the registers have been signed, to take pictures. This is so that couples are not distracted from concentrating on actually making their vows etc. Friends and family are welcome to take photographs before and after the service, but they are strictly forbidden to do so from after the entry of the bride until the bride and groom process out. Please make sure that your guests know that the use of cameras (including mobile and smart phones) and any video recording equipment is strictly forbidden. Anyone using a camera without permission will cause the service to be halted, and they will be asked to leave the building. All professional photographers should make themselves known to the officiating priest well before the service begins.

We do not encourage the use of Video cameras at St Wilfrid's. If you are absolutely set on this, you must use a professional company with indemnity insurance. No amateur video capture is allowed. If a video camera is used for any part of the service, additional fees (doubling of fees) for musicians apply. This is because their work qualifies as a copyright performance. This is the case even if a video or CD recording is for private purposes or limited distribution. You must therefore also obtain indemnity against copyright infringement. Licences can be obtained from www.wvrl.co.uk, or your professional videographer may have indemnity. Again, the officiating priest must see the license before permission is granted. He will also indicate to the videographer what may or may not be allowed in terms of camera position.

¶ WINTER MARRIAGE SERVICES

Couples who marry during the winter months often find that this is a special and unique time of the year. Please bear in mind that, even though the building will be heated, the ambient temperature is lower than for the rest of the year! Both those in the bridal party, and guests should be advised that warm clothing is advisable!

¶ GUESTS

As part of the invitation process, we would be very grateful if all guests are reminded that they are coming to an act of worship in a sacred building. Guests are very much welcome, but are asked that whilst in church they respect the building and what it stands for and behave and dress appropriately. Mobile phones should be turned off before they enter and not be switched on until they leave. Anyone who appears to be under the influence of alcohol or drugs will be asked to leave.

¶ THE LEGALITIES

Marriage in a Parish Church in the Church of England takes place because, in Law, the clergy also act as registrars. No registrar from the civil registry office is required to attend, in normal circumstances. Part of the process of meeting you before the Marriage takes place is to make sure that the legal preliminaries have taken place and that when you are married, that the marriage is legal and legally registered.

¶ FOREIGN NATIONALS

If one or both of you are not full UK Citizens, then marriage can only take place after a different process has taken place. You should consult one of the clergy as early as possible to determine the proper legal process. This is often very straight forward, but can take a little time, depending on what documentation is required. This may also be the case if one or both of you has dual citizenship.

¶ WITNESSES

Two witnesses are required at the signing of the registers. They should be over 18 and competent to witness a legal document. The choice of who they are is entirely up to you.

¶ USHERS

Most couples have ushers to help with the flow of people before and after a Marriage Service. It is useful if there are at least three (and there can be more). Two should greet people at the main door and distribute Orders of Service, and one should help direct people to the main body or the Church, or chapel where the Marriage Service is to take place

¶ REHEARSAL

A rehearsal, lasting 40-50 minutes normally takes place the evening before the Marriage. This should be arranged with the officiating priest. The people who need to attend are:

Bride (with the person who is giving her away)

Groom (with the best man/men)

Bridesmaids (and any page boys, flower girls etc)

At least one usher

Readers of readings

Other family members or friends are welcome to come to the rehearsal, but play no part in it, and will be asked to sit quietly during the rehearsal itself).

During the rehearsal, you will be taken through who stands where; the entrance procession; the service, including practicing the vows and giving rings; the signing of the registers and leaving the church at the end of the Marriage Service.

¶ THE PRIEST WHO CONDUCTS THE WEDDING

St Wilfrid's is fortunate in having a number of clergy who assist on the staff. If you would like a particular priest to officiate, please do let us know. Normally Marriage Services are officiated at by whichever priest is available that day. In some cases a particular priest might not be available, in which case another member of the parish staff will look after you. Any arrangement with an individual priest must first have the consent of the Team Rector.

¶ BELLS

Our team of Bell ringers have limited availability. The small fee they receive for assisting at a Marriage service covers their transport, time and experience (and often a great deal of practice). We are sorry that we cannot always provide bell ringers. So if you do hope to have the bells rung, we will do our best, but cannot guarantee this.

¶ DAYS ON WHICH THE MARRIAGE SERVICE IS NOT AVAILABLE AT ST WILFRID'S

Couples can marry on any day of the week (including Sundays) between 9am and 6pm. However there are some unique times of the year when we cannot offer a Marriage service. Good Friday and Easter Eve (the day before Easter Day) are, by tradition days when this is not possible. We ask couples to be mindful that there are some particular times of year when getting married would clash with major festivals (eg Christmas Eve and Christmas Day). The seasons of Advent (the four weeks before Christmas) and Lent (the six weeks before Easter) are seasons of penitence and abstinence for the Church. They have a special character and are noted by the absence of flowers and colour and use much more subdued music. You may therefore choose to avoid these times, unless you are happy to conform to the nature of the season.

¶ ABOVE ALL

Getting married is a joyful thing. It can also be stressful. Please remember that whilst a Marriage Service is quite simple, it is a wedding that gets complicated! We are dealing with a number of Marriage Services at any given time, so please be patient.



BANNS OF MARRIAGE & MARRIAGE APPLICATION FORM

Date of Marriage	
Church at which the marriage is to take place	
Time of Marriage	

Personal Details	Man	Woman
Full Name		
Date of Birth		
Status (Single/Widowed)		
Age at date of wedding		
Occupation		
Address at time of publication of Banns <i>including postcode</i>		
Telephone Number & Email		
Parish of residence		
Father's Full name		
Father's Occupation		
Nationality		
Previously Married?		
Baptized		
Qualification for marriage: Resident/old/parent/Confirm/etc <i>See Page 2 (A or B1, B2 etc)</i>		
Related?		
Banns to be read on first Sunday of month <i>BEFORE</i> the wedding takes place		

***Complete only the grey boxes for Banns Applications. Banns fee (2011/12) is £34.00.
Couples should come to collect their certificate on the last Sunday their banns are called.***

COMPLETE THE FOLLOWING ONLY FOR WEDDINGS HERE

QUALIFYING TO BE MARRIED AT ST WILFRID'S

In 2008, legislation changed to allow more couples to marry in particular parish churches. We need to know your connection, so that we can be sure that it is legal for you to get married here.

You must, therefore be able to answer 'Yes' to either section A or *at least* one of the questions in section B: [*PLEASE DELETE AS NECESSARY]

SECTION A	
Does one of you live permanently at an address within the parish of St Wilfrid?	YES / NO*

SECTION B HAS...	
1. one of you been baptised or prepared for confirmation in the parish?	YES / NO*
2. one of you has ever previously lived in the parish for six months or more?	YES / NO*
3. one of you at any time regularly attended public worship in the parish for six months or more?	YES / NO*
4. one of your parents lived in the parish for six months or more in your lifetime?	YES / NO*
5. one of your parents regularly attended public worship here for six months or more in your lifetime?	YES / NO*
6. one of your parents or grandparents been married in the parish?	YES / NO*

(All of these refer to Church of England services)

DECLARATION

YOU MUST SIGN THE FOLLOWING DECLARATION

The Information we have given is true and accurate to the best of our knowledge. There is no reason in law that we know of which prevents us from marrying.

Signed (Bride)	Date
Signed (Groom)	Date

ACCEPTANCE OF BOOKING

The agreement of the Team Rector or other member of the clergy to consent to the wedding taking place secures your booking. Acceptance **will not** be possible without the completion of the Personal details, the signing of the declaration and the return of this form with payment of your non-refundable deposit.

Marriage Form received:	Date:
Administrator's Signature:	
Accepted by (Clergy)	Date:

COMPLETE THE FOLLOWING ONLY FOR WEDDINGS HERE

FEEES FOR WEDDINGS AT ST WILFRID'S HARROGATE 2011/12

Many of the fees are statutory, set by Parliament each year. Couples are advised that the fees are revised in November / December each year, and are therefore subject to change for the year in which you might marry. THIS TABLE APPLIES TO WEDDINGS IN 2012 ONLY.

Fees to marry in the Church of England are cheaper than almost any other 'venue'. Please understand that we do not charge excessive fees. However, we need to find almost £3000 each week to keep St Wilfrid's running, and that money only comes from the congregation or from fees. £130 of the Compulsory fee goes to the Diocese of Ripon and Leeds for the payment, training and recruitment of clergy. Fees for professional musicians are part of their income. Fees for the choir and bellringers form a modest individual remuneration for their time and practice.

BASIC COMPULSORY FEES

Fees for 2011	Reason	Cost	Paid	<i>Office use only</i>
Marriage Service	Fixed in law (1 st January 2011)	£262.00		
Church fee	<i>An additional heating, vergers etc and to help keep St Wilfrid's running</i>	£180.00		
Banns	Fixed in law	£ 22.00		
Marriage Certificate	Fixed in law	£ 3.50		
Parish Organist	Professional fee	£ 80.00		
Basic Total		£ 547.50		

The organist fee is part of a standard Church contract arrangement. It is payable if the organist is used or not. Any visiting organist (except when one of our organists cannot play) or friend who comes to play must be paid in addition to the parish organist's fee.

FEEES FOR WEDDINGS - BELLS

Bells	For bellringing	£150.00	
Basic Fees		£ 547.50	
Bells Fees (optional)		£	
Other agreed fees			
TOTAL PAYABLE		£	

MARRIAGE SERVICE DETAILS

COMPLETE THE FOLLOWING ONLY FOR WEDDINGS HERE

PLEASE COMPLETE AS MUCH OF THIS FORM AS POSSIBLE

A) MUSIC FOR YOUR MARRIAGE SERVICE

You are asked to make sure that the details of music for your marriage services are decided not less than one calendar month before the service takes place.

ORGAN MUSIC

Is an Organist Required? Yes

Music at the entry of the bride:

Music during the signing of the Registers:

Music as the bride and groom leave the Church:

Organ music should be discussed with the organist well in advance. The easiest way is to come on a Sunday morning and speak to the organist after the parish mass. The organist can be contacted on timhgray@yahoo.co.uk

HYMNS

1:
2:
3:

Normally there are three hymns at a wedding. This should be discussed both with the organist and with the priest who officiates.

ADDITIONAL MUSIC / MUSICIANS

Please tell us here if you are engaging additional musicians (for example a soloist, instrumentalist, choir, string quartet etc). We need to know who they are, and what you are asking them to do. If they are to play with the Organ, you MUST consult the organist first.

For Office use only:

Date form first sent to Organist:

Date complete form sent to Organist:

Acknowledgement of receipt of form from Organist received:

Note to Organists:

You must make sure that either couples or you inform the Office of the choices made.

Note to clergy:

You must make sure that either couples or you inform the Office of the choices made.

Once fully completed, a copy of this form should be sent to the Organist.

B) BELLS AT YOUR MARRIAGE SERVICE

Do you want the bells to be rung before and after your Marriage Service?

Yes / No

We will do our best to ensure that bell-ringers are available. Please note that on rare occasions we might not be able to provide ringers. If you require the bells, you must let us know well in advance.

C) PHOTOGRAPHY AT YOUR MARRIAGE SERVICE

Are you engaging a professional Photographer?

Yes / No

Name of Photographer/Company:

Only professional photographers are allowed to take photographs.

Are you engaging a Videographer?

Yes / No

Name of Photographer/Company:

Only professional video companies are allowed at St Wilfrid's. YOU must make sure a copy of their indemnity insurance certificate is supplied to us. If the Marriage service is filmed, then musicians fees are doubled. If you are engaging musicians other than our parish organist and/or choir it is your responsibility to inform them that the service is being recorded, and to pay any additional fees.

D) FLOWERS AT YOUR MARRIAGE SERVICE

Are you asking a Florist to come and arrange flowers

Yes / No

Name of Florist:

E) GUESTS AND ORDERS OF SERVICE AT YOUR MARRIAGE SERVICE

How many people you are inviting:

Are you printing an Order of service?

Yes / No

Any orders or service must be approved first by the officiating priest, who must see a draft BEFORE printing. You must supply enough copies for all your guests, plus 10 copies. If there is a choir or other musicians, you must remember to provide orders of service for them too!

F) DETIAL OF THE MARRIAGE SERVICE ITSELF

Wedding Rings
Bride Yes / No
Groom Yes / No

How many Bridesmaids are you having?:

If there are small children, you should have a family member / friend who will be available during the wedding to take small children out if they become distressed.

Are there Page boys, if so, how many:

Rehearsal date :

This should be set in consultation with the officiating priest. Normally this is at 6pm the evening before the wedding.

G) FEES

Please enclose with this form,
either
Deposit (£100)

Or

Balance in full

For office use only:

Further Part payments:

Date	£
Date	£
Date	£

A deposit of £100 (Non refundable) should be made to confirm the booking. The balance of the fees should be paid no later than the day of the rehearsal. Payment can be made in instalments. Please record how much has been paid above.

H) BANNS OF MARRIAGE FOR NON RESIDENT COUPLES

Are banns to be read in other parish(s)?
Yes / No

Bride's Parish:

Groom's Parish:

Couples where one or both live in one or more other parishes should arrange for their banns to be called in the own parish church. The certificate of Banns must be provided to the officiating priest.