

YOUR CHURCH

# WEDDING



## MARRIAGE BOOK

*A guide to getting married at  
St Mary The Blessed Virgin, Addington*



THE CHURCH  
OF ENGLAND

# WEDDINGS AT ST MARY'S

Congratulations on your forthcoming marriage and thank you for choosing the Church of St Mary the Blessed Virgin Addington as the place where your wedding will take place. This guide gives you some information to help you plan for the marriage service.

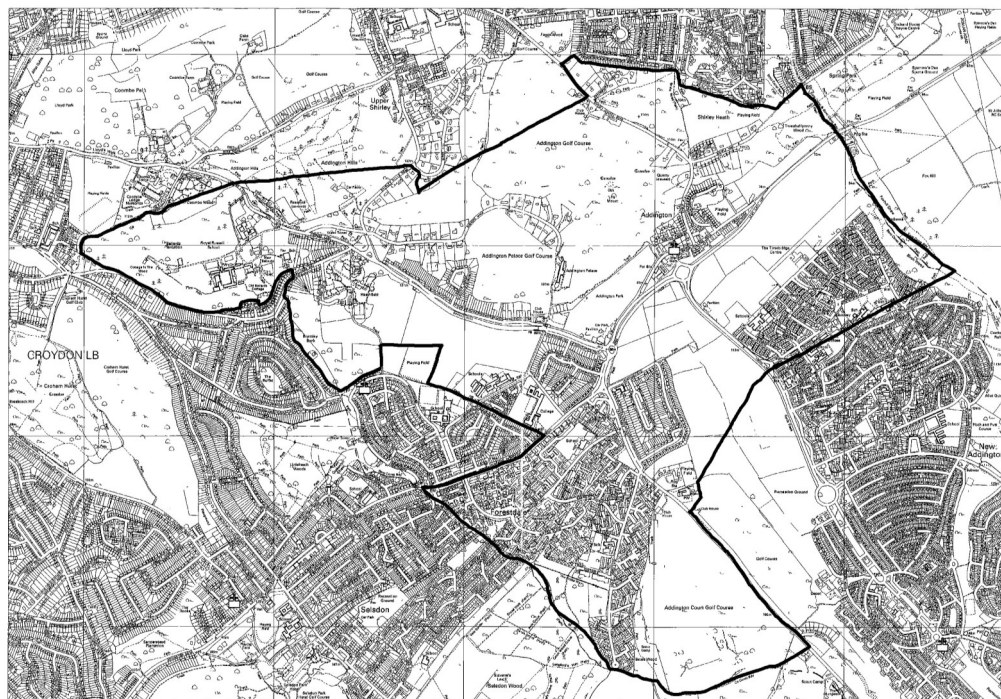


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# THE LAW AND YOUR WEDDING



**LIVING WITHIN THE PARISH** You are legally entitled to marry in your Parish Church. Even if you do not worship at your Parish Church, you are still a parishioner. The map above shows the parish boundaries of St Mary's. If you are unsure which parish you belong to, please use this helpful website: [www.achurchnearyou.com](http://www.achurchnearyou.com).

**LIVING OUTSIDE THE PARISH** There is another way of holding your wedding at St Mary's, even if you live outside the parish. Some people live in one parish and worship in another. In this case their name is entered on the electoral roll of the parish where they worship and then they are entitled to marry in their favoured church.

Their name may not be entered on the electoral roll unless they have worshipped regularly in the parish church for a period of six months.

If a wedding couple is seeking to get married at St Mary's by attending for six months, we regard attendance one Sunday each month as sufficient.

Please note that we are unable to host the wedding of someone who doesn't live in the parish unless they have either fulfilled the six month attendance requirement or obtained a Superintendent Registrars Certificate.



**QUALIFYING CONNECTION** On 1st October 2008, new marriage regulations came into effect which allow legal marriage in church under the following sets of conditions;

- one of the couple was baptized or prepared for confirmation in the parish;
- one of the couple has lived in the parish for six months or more;
- one of the couple has at any time regularly attended public worship in the parish for six months or more;
- one of their parents has lived in the parish for six months or more in their child's lifetime;
- one of their parents has regularly attended public worship there for six months or more in their child's lifetime;
- their parents or grandparents were married in the parish.

This is known as a 'qualifying connection'.

If you are planning to marry at St Mary's under any of the above circumstances, you should supply the officiating priest with evidence of your association with St Mary's at your first meeting.

**NON-BRITISH CITIZENS** From time to time, those who are not British citizens decide to marry in the Church of England. In order to avoid the abuse of couples by extortionate and fraudulent "marriage agents," the Church of England now asks non-British citizens, those outside the EEA & Switzerland, to obtain a Superintendent Registrar's Certificate.

The couple should always contact the minister of the church where they wish to marry before giving notice at the register office. This will enable the minister and the parties to establish the nature of the parties' legal entitlement (e.g. residence, electoral roll membership, qualifying connection), if any, to marry in that church building.

A Superintendent Registrar's Certificate is alternative to having Banns read, and involves the publication of a notice at the civil Register Office of the district where your marrying church is.

This can be done by appointment at Croydon Register Office, Ground Floor Offices, Croydon Town Hall, Fell Road Croydon, CR0 1NX (Tel. 020 8726 6300) Monday - Friday 9.30am to 4.00pm (closed on the first Thursday of every month for training [mornings only]) or email: [register.office@croydon.gov.uk](mailto:register.office@croydon.gov.uk)

and the Vicar will give you a letter for the Superintendent Registrar to confirm that he or she is willing to conduct the wedding within the twelve month period.



You are also required to be resident in that district for at least seven days before you can apply for the Certificate.

The notice of marriage period is extended for all couples from 15 clear days to 28 clear days with the following exception:

Couples where one or both the parties are non-EEA nationals who do not provide adequate evidence of:

- settled status
- permanent resident status
- a marriage or civil partnership visa
- other exemption from immigration control



If the above applies, the couple will be referred to Home Office Immigration under the new referral and investigate scheme. This could result in their notice period being extended from 28 to 70 days, if the Home Office has reasonable grounds to suspect a sham marriage.

The Vicar of the church where you want to marry has the discretion whether or not to accept a Superintendent Registrar's Certificate. If you think that this route is necessary for you, you should speak to your Vicar about it in the first instance.

NB The only exception to a Superintendent Registrar's Certificate is where:

- you have been granted a Special Licence by the Archbishop of Canterbury.

**DIVORCED OR WIDOWED** If you have been married before, and your partner is still alive, the Church is not compelled by law to conduct your second marriage. Presently at St Mary's, we will however gladly conduct a second wedding after an interview with you and your current partner, in which we shall ask you how your former family will be influenced by your decision to remarry and whether your present relationship contributed to the break-up of your marriage. This interview is not intended to be judgemental, but rather to help you build on honest experience in making your new marriage secure and stable.

**BANNS** Legal marriage in the Church of England usually takes place after the Calling of Banns of marriage on three Sundays at St Mary's and also, if necessary in the parish church of the parish in which you live, if you are not a parishioner, and also in another church, if you happen to be on the electoral roll there. If, however, a Superintendent Registrar's Certificate (see above), there is no need also to have your banns called in church.

**WHEN?** Your wedding must take place between 8:00 a.m. and 6:00 p.m.





**CIVIL PARTNERSHIPS** The registration of a Civil Partnership is a secular ceremony that cannot take place in church. If you have previously registered a Civil Partnership that has since been dissolved, you may be married at St Mary's, but only after an interview along the lines of that held with a couple remarrying after divorce (see page 5).

The Clergy are not authorised to conduct the blessing of a Civil Partnership in church, but are willing to say prayers after such a ceremony in the couple's own home.

**HOW?** After initial contact with our parish office Administrator, there will normally be two meetings with a priest: the first will take place in your own home, the second in church for a rehearsal in church.

A definite booking of your marriage will be made upon receipt of £100 deposit.

At your initial marriage interview you should have available:

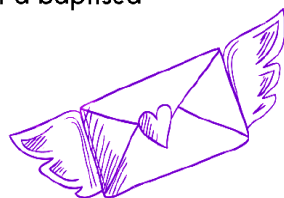
- a passport
- an up-to-date utility bill or other evidence of your current address
- a copy of your Decree Absolute (if you have previously been married)

## ESTABLISHING REGULAR ATTENDANCE

If you are not living within the parish of St Mary's Addington or able to be married at St Mary's for any of these reasons:

- one of you was baptised or prepared for confirmation here
- one of your parents has lived here for 6 months in your lifetime
- one of your parents has worshipped here for 6 months in your lifetime
- either your parents or grandparents were married in the parish;

then you may qualify to be married here by worshipping at St Mary's at least once a month on a Sunday at the 9.30am service. If that is the way by which you will be married at St Mary's, please ask one of the clergy or a Churchwarden for further information. You may be married in church, even if you are not a baptised Christian.



# CREATING YOUR WEDDING SERVICE

**THE CEREMONY** There are a number of choices that you can make about your wedding ceremony. The Common Worship service is used at St Mary's and uses dignified, but contemporary language and reflects modern attitudes to gender equality and the priority of the relationship in marriage. It also allows and encourages you to be creative in designing your wedding. The Common Worship service can be seen online at [www.yourchurchwedding.org/article/wedding-ceremony-words](http://www.yourchurchwedding.org/article/wedding-ceremony-words). You may even write your own prayers or promises in addition to the legal ones. You may also introduce a ceremonial that expresses something that you want to say to one another in consultation with the officiating priest.

**WITNESSES** You should decide who the two witnesses of your marriage should be and let the priest know. They should be UK citizens and over 18 years of age.

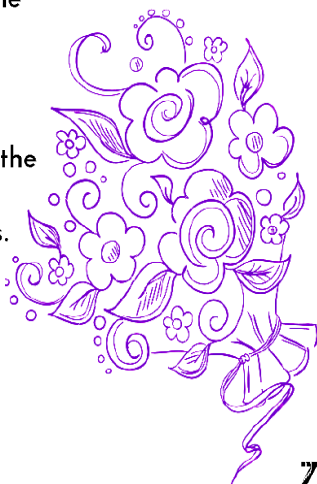
**RINGS** You may exchange rings or one partner may give a single ring to the other. The groom may entrust the ring(s) to a Best Man/Woman, or ring bearer.

**WALKING DOWN THE AISLE** If you have been living together, you should consider whether it is appropriate for a member of your birth family to "give you away." It's perfectly acceptable for you to walk into church together or for the bride to enter church alone. Or there is a ceremony for both families to engage in the 'giving away'.

**USHERS** You should choose ushers to welcome guests to the church and to give them an Order of Service, flower or any other required wedding accessories. They will also advise the guests where to sit (especially any late comers).

**PHOTOGRAPHY AND VIDEOGRAPHY** If you are using a photographer, they should speak to the officiating priest before the ceremony, so that s/he can tell him when s/he may use flash and where s/he can be during the exchange of vows. No photography/video recording is permitted by guests during the service. *See page 9.*

**INVOLVING OTHERS** You may invite friends to read from the Bible and another non-biblical readings during the service. The officiating priest will wish to see any non-biblical readings/poems. They may also lead the prayers. You will find some suggestions for Bible readings on the website [www.yourchurchwedding.org](http://www.yourchurchwedding.org) and you should read through them together to see which one you would like at your wedding.



**BREAD AND WINE** If you are both confirmed Christians, the service can conclude with the celebration of the Eucharist and with you receiving Holy Communion together. This is a particularly moving moment and is recommended.



**CONFETTI** Your guests may throw confetti OUTSIDE the church.

**KIDS** If you have children, you can think how they can be given a role in the ceremony.

**BELLS** St Mary's can ring a peal of bells.

## MUSIC AT YOUR WEDDING

These details will help you in choosing the music for your wedding at St Mary's, and enable the arrangements to run smoothly.

**ORGANIST** Initially, please make contact with our Organist and Director of Music, Dr Christopher Parker, to ensure that he is available. He can be reached on: H: 020 3592 9527: M: 07850 582443, or email: DoM@addington.org.uk

He will then make an appointment to meet you to discuss your requirements. It is often best to try and do this in church after a Sunday 9.30am service, when he will be available to play excerpts from the wedding music options. If the Director of Music is not available to play on your wedding day, a fully competent organist will be arranged for you.

**BE ON TIME** Please ensure that you run to good time on your wedding day. Given that our organist is a professional musician and teacher, he will often have other engagements on the same day, and, therefore, may not be in a position to wait for a late-running couple. If the organist has waited a reasonable amount of time past the designated start time and the service is not in a position to commence, he will depart and the couple's fee will be non-refundable.

**CHOIR** Please note: It may not be possible to provide the choir during the month of August (school holidays) or on a weekday. The Director of Music will normally provide a choir of about 8 singers, subject to their availability. If the wedding couple wish to provide an organist of their own choice, other than the Director of Music at St Mary's, the full fee (including that for any video recording made) is payable.

The Director of Music must be consulted in good time.



# FLOWERS AT YOUR WEDDING

Special flowers are provided in church on a weekly basis by members of the congregation. Two large pedestals are provided. If you would like the church to provide flowers, please advise us of your colour- scheme. Colour scheme must be confirmed *six weeks* before the date of the wedding.

Contact for arranging your flowers: Mrs Jo Quigley who can be reached on  
H: 020 8777 2989 M: 07796936119 Email: [flowers@addington.org.uk](mailto:flowers@addington.org.uk)

## PHOTOGRAPHY & VIDEOGRAPHY

It sometimes seems that the church makes and imposes a great many rules on occasions like weddings, and this is true of photography and videography at weddings. However, a wedding service is very important – it is a serious occasion in the life of a couple. The congregation is present to witness the ceremony and to pray with and for the couple: if either they or others are looking for good photo opportunities, this interrupts the ceremony. The rules that we impose have been created so that we can all be assured that problems do not occur and that the ceremony can occur without interruption. If you have any problems with the rules as set out below please do not hesitate to ask. Please give a copy of this sheet to those responsible to taking photographs or videos during the ceremony. All guests will be advised that there shall be no photography or videography during the ceremony (apart from by those officially designated to do so) and that mobile phones should be switched off for the whole of the service.

- No photographs, videos, or recordings on mobile phones may be taken inside church without permission from the clergy.
- Permission will be given for *one* photographer and *one* videographer.
- Photographs and videos may be taken outside the church and during the signing of the Registers.
- As long as no flash or extra lighting is used photographs and videos may be taken by someone standing in the Baptistry at the back of the church as indicated by the clergy.
- The photographer and videographer must accept directions given to them by the clergy or vergers.
- If a video is made the bride and bridegroom must undertake all responsibility as far as copyright is concerned. They must also agree not to use the recording for commercial purposes, for financial gain or for purposes other than private viewing. They must fill in the attached form and return it to the officiating clergy two weeks before the wedding.

YOUR CHURCH

# WEDDING



## FEES PAYABLE 2018

Statutory fee for a basic Church of England Wedding service	£ 441
Marriage Certificate	£ 4
Fee for reading of banns at St Mary's	£ 29
Verger	£ 40

## EXTRAS

Organist	£100
Video performance and copyright fee	£100
Choir	£ 180
Bells	£ 180
Flowers	£ 180
Heating (October – April) refunded if not used	£ 60
Use of audio equipment	£ 20

## LOCAL PARISH BANNS & BANNS CERTIFICATE

The clergy will notify you if you require your banns of marriage to be read in your local parish.

A charge of £43 is payable to them for the publication and certificate.

## ST MARY THE BLESSED VIRGIN, ADDINGTON



Addington Village Road CR0 5AS



01689 842167



[weddings@addington.org.uk](mailto:weddings@addington.org.uk)



[www.addington.org.uk](http://www.addington.org.uk)

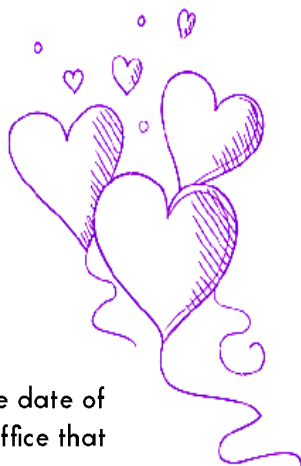
# PAYMENT OF FEES

**CHURCH FEES** can be made in the following ways:

- Cheque payable to “St Mary PCC Addington Fee Account” and sent to St Mary’s Parish Office, Addington Village Road, Croydon CR0 5AS
- Direct to Bank Account at Lloyds Bank:  
St Mary PCC Fee Account  
Sort code: 30-92-45 A/c No.: 00669922

Please quote as a reference both surnames and the date of the wedding, also send a message to the Parish Office that you have made your payment.

- Cash at the Parish Office.



## ORGANIST'S DEPOSIT & FEE

A deposit of £50 (£100 if videoed) is payable to secure the organist for your wedding. This is non-refundable. The full fee is payable directly to Dr Christopher Parker (020 3592 9527), who must be contacted personally at least six weeks before the wedding. If a video recording is to be made, the fee is doubled to £180 to cover a performance and copyright fee incurred by the Organist.

Payment can be sent to Dr Parker's address: 42 Berkeley Court, Ham View, Shirley, Croydon CR0 7XA

or paid directly to his bank account: Sort code 40-46-20 A/c No. 11272691  
or paid in cash at the Parish Office.

## LOCAL PARISH BANNS AND BANNIS CERTIFICATE (AWAY BANNIS)

The clergy will notify you if you require your banns of marriage to be read in your local parish. A charge of £43 is payable to them for the publication and certificate.

## REFUNDS

In the event of a refund, please tell us the FULL NAME of the account you wish this to be paid to, e.g. Miss A Jones.

# **ST MARY THE BLESSED VIRGIN ADDINGTON**



**Parish Office (Behind the Hall)**

*Open Tues, Weds & Thurs 10am-12 noon:*

**Addington Village Road CR0 5AS**

**Tel.: 01689 842167**

**Email: [parishoffice@addington.org.uk](mailto:parishoffice@addington.org.uk)**

**Website: [www.addington.org.uk](http://www.addington.org.uk)**