

ARRANGEMENTS FOR WEDDINGS/BLESSINGS AT ST. GILES

This form MUST be returned duly completed to the Parish Office as soon as possible and NO LATER THAN TWO MONTHS before the date of the wedding/blessing.

Changes to details on this form can be emailed or telephoned to the Parish Office after this form has been returned.

Date and time of your wedding/blessing:

Names of bride and groom:

Name of Best man:

Names and ages of bridesmaids/pageboys:

Approx. Number of guests:

Service: Marriage (Common Worship)

Blessing of Marriage

Is Holy Communion to be included in your service

Rings: ONE/TWO?

Hymns: (*maximum of 3*)

- 1.
- 2.
- 3.

Music during: Bride's entrance:

Signing of Registers:

Couples' exit:

USEFUL INFORMATION

ORGANIST:

Our Organists, Clive Brearley and Paul Burnett, are always happy to advise on music and organ voluntaries for weddings - Clive is usually available on a Sunday after the 10.00 a.m. service at St. Giles and Paul after the 6.30 p.m. service. If you wish to contact them - Clive on 01689 872545 or email: clive.brearley@gmail.com and Paul email: paul.burnett@talktalk.net.

BANNS DATES (Special Licence does not require reading of Banns):

Your Banns will be read at St. Giles at our main service at 10.00 a.m. and we will invite you along with family and friends to attend their reading. Please note it is not legally necessary for you to attend the reading of your Banns. Banns are usually read on the first three Sundays of the month which is two months before your wedding, e.g. if you are getting married in June the Banns will be read on the first three Sundays in April.

DO NOT FORGET THAT if either, or both, of you live in another Parish your banns must be read in your local Parish Church and you should contact your local Parish Priest to arrange for them to be read. When this has been done you will need to collect your Banns Certificate from your local Parish Church and post it to our Parish Office. **THE CLERGY CANNOT MARRY YOU AT ST. GILES UNLESS THAT CERTIFICATE HAS BEEN RECEIVED. THE RESPONSIBILITY IS YOURS TO MAKE SURE THAT THIS IS DONE.**

NAME OF CLERGY ALLOCATED TO YOUR WEDDING:

REHEARSAL:

Please contact the Clergy allocated to your wedding direct to arrange the date and time for your rehearsal.

PHOTOGRAPHS/VIDEO: *Guidelines to be handed to your photographer enclosed. Forms to be signed by your video taker are enclosed and once signed should be returned to the Parish Office by the latest the week before the wedding. **Please note that photographs may not be taken during the wedding service except by the official photographer.** Photographs are permitted before the service and during signing of the registers. IT IS THE RESPONSIBILITY OF COUPLES TO COMPLY WITH THE COPYRIGHT REGULATIONS PRIOR TO THE VIDEO RECORDING OF YOUR WEDDING. THESE REGULATIONS AND GUIDELINES CAN BE VIEWED AT [www.prsformusic.com/users/recordedmedia/cdsandvinyl/Pages/LimitedManufactureLicence\(LM\).aspx](http://www.prsformusic.com/users/recordedmedia/cdsandvinyl/Pages/LimitedManufactureLicence(LM).aspx) and confirm to the Parish Office that the Licence has been obtained. Another useful site is <https://www.yourchurchwedding.org/article/filming-a-wedding/>*

ARE YOU SUPPLYING PRINTED ORDERS OF SERVICE: YES/NO

If you are not supplying printed Orders of Service please check that the hymns you want are known by our Organists and, more importantly, the majority of your guests. Having the Church Choir can make a big difference in terms of leading the singing. Hymns can be found on the New English Hymnal website or in our Wedding Brochure.

NAMES OF THE TWO WITNESSES: *(Must be over 18 years old)*

FEES: *(Please see below)*

The fees are based on the information given on this form (e.g. are you having the Organist, Choir or Video). A detailed account will be sent out about a month before your wedding and must be paid prior to the date of the wedding. A price list is enclosed to help you work out the Church fees. The statutory fees are set by the National Church, the others by the Parish Church.

ELECTORAL ROLL FORMS:

If you are qualifying to marry at St. Giles by joining the congregation and becoming a member of the Church's Electoral Roll, please make sure your Electoral Roll forms, which are attached, are completed and returned to the Parish Office after you have completed your six months attendance and at least two months prior to your Banns being read so your membership can be ratified by the Parochial Church Council.

WEDDING PREPARATION COURSE

At St. Giles we run a wedding preparation course which is a very useful opportunity to understand more about the wedding service, and to reflect upon the nature of marriage. Also it will give you an opportunity to meet other couples and reflect not just on your wedding day but on marriage itself. We will be in contact about this in due course.

More information is available in our Wedding Brochure, on our website www.farnborough-kent-parish.org.uk and on www.yourchurchwedding.org.

FEES

I thought it might be useful by way of explanation to have a paragraph about the wedding fees which we charge at St. Giles Church and how we arrive at such figures. As I am sure you know the Church of England is the established Church of this country, in other words all people are entitled to use the services of their parish church which exists to serve the local community irrespective of whether they attend regularly. The fees which local churches charge comprises two parts - the national statutory fee which the Church of England decides is appropriate for a wedding, and the non-statutory fees which St. Giles charges in order to allow it to properly fulfil its duties and obligations to the community. The wedding fees that we charge consist of the national statutory fee and what St. Giles asks you to contribute to ensure that our Church is properly run and available to you in order for your wedding to take place and your marriage to have the best possible start. I realise getting married can be a very expensive business but I hope you will feel assured it was well worth it and reassuring to know that you have helped to keep this beautiful Church going for future generations, our children and grandchildren.

Matthew Hughes, Rector

MARRIAGE SERVICE

Church of England Parochial Fee: (*statutory fee**)

	DBF*	PCC*		
Marriage Service	£193.00	£231.00	Total	£424.00
Publication of Banns	Nil	£ 28.00	Total	£ 28.00
Marriage Certificate	Nil	£ 4.00	Total	<u>£ 4.00</u>
			BASIC COST	£456.00

These fees are set nationally by the Church of England and are prescribed by the Parochial Fees Order 2014 (a Statutory Instrument). They are the fees that a Parish Church is permitted to charge a couple for a marriage in the Church.

ADDITIONAL SERVICES AND NON-STATUTORY FEES:

You are welcome to put together the wedding service of your choice by adding any of the following to your marriage service. The total cost of your wedding will then comprise the appropriate fees as set out above, plus the cost of whatever you select from the following. Please place your tick in the appropriate box(es):

Organist (<i>see notes on next page</i>)	£150.00	<input type="checkbox"/>
Choir (<i>minimum of 6</i>)	£150.00	<input type="checkbox"/>
Bells (<i>6 bells rung after the service</i>)	£150.00	<input type="checkbox"/>
Video (<i>copyright fee to performing artist, i.e. the organist</i>)	£ 60.00	<input type="checkbox"/>
Flowers - Standard (<i>see notes on next page</i>)	£150.00	<input type="checkbox"/>
Heating, if required:	£ 25.00	<input type="checkbox"/>

Flowers - Bespoke. Price on application. (*e.g. an additional 2 free-standing pedestals a further £50*).

Please note that the use of the Organist, or Choir, or Bells require the services of the Church Verger at £53. This will be automatically added to your total.

Parish magazine (1 year subscription) + postage if outside of the Parish £7.50	£ 12.00	<input type="checkbox"/>
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Additional copies of marriage certificate (<i>only one copy is handed over at the time of the ceremony</i>)	£ 10.00	
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**BLESSINGS on significant wedding anniversaries,
i.e. Silver, Ruby etc.**

£205.00
+ any of the above

ORGANIST

You are welcome to invite a visiting organist to play at your wedding. In this case a 'visiting organist fee' of £150 will be liable for payment for the use and upkeep of the organ and musical life of St. Giles. **Please note:** We do not permit the use of pre-recorded wedding hymns and music in place of live music from our organists. However, recorded music can be used during the signing of the Marriage Registers whether you have chosen to have an Organist or not.

FLOWERS

St. Giles is one of the prettiest Churches in Kent. We work to enhance its beauty, and to show the goodness of God, with our flower arrangements. Our team of experienced arrangers normally work on a Friday. However depending on which day of the week the wedding is to be held this can be altered. Not later than two months before your wedding please contact Mrs. Doreen Wilson on 01689 855777 to discuss the details with her, if she is not available please contact Mrs. Valerie Bailey on 01689 856045. When you telephone they will endeavour to meet your requirements as to colour and choice of flowers, but please bear in mind that if there is more than one wedding on your chosen day some compromise may be helpful and indeed cheaper!

Traditionally there are no flowers in St. Giles during Advent or Lent but during Advent, flowers are replaced by attractive foliage and candles throughout the Church. If your wedding takes place at either of these times, you are welcome to use outside florists. In which case please ensure that your arrangements are transported to your reception venue after the service.

Whatever your requirements do speak to us, as we are here to help you and to use our skills and experience to ensure that you have wonderful flowers on the occasion of your 'Wedding Day'.

The arrangements of flowers include:

- 1 Pedestal
- An arrangement for the Book of Remembrance
- 2 Pew Ends
- 7 Window Sills
- 1 Arrangement in the Porch.