

# St Lawrence's Church, Mickleton



Wedding Pack



**St James', St Eadburgha's and St Lawrence's  
Church Office  
Church Rooms  
Calf Lane  
Chipping Campden  
GL55 6JQ**



01386 841927

admin@stjameschurchcampden.co.uk

### **Weddings at St Lawrence's Church, Mickleton**

Thank you for your request to be married at St Lawrence's. Enclosed in this pack you will find some facts which you need to know and which, I hope, will be of some help.

Before we can arrange a wedding we need to ensure you are legally permitted to marry in St. Lawrence's. You can marry in a Church of England church if you can show:-

**That one of you:**

- has at any time lived in the parish for a period of at least 6 months **or**
- was baptised in the parish concerned **or**
- was prepared for confirmation in the parish **or**
- has at any time regularly gone to normal church services in the parish church for a period of at least 6 months **or**

**That one of your parents, at any time after you were born:**

- has lived in the parish for a period of at least 6 months **or**
- has regularly gone to normal church services in the parish church for a period of at least 6 months **or**

**That one of your parents or grandparents:**

- was married in the parish

If you do not currently meet any of these criteria it may be possible to become a regular worshipper which means that you must attend regular Sunday worship at least nine times before your banns are read. You will need to discuss this with the Vicar. As there are numerous couples attending church in preparation for marriage please make yourself known to a churchwarden, the verger or the person leading the service so that we can record your attendance.

In addition, if you or your fiancé have already been married then you will need to discuss the breakdown of the previous marriage(s) with the Vicar before permission for a church wedding can be given. The Bishop has set out guidelines that need to be followed.

The following contact details are important. Please tell us of any changes or updates to your wedding plans.

Administrator	Elizabeth Jones	01386 841927	admin@stjameschurchcampden.co.uk
Vicar	Revd Craig Bishop	01386 840671	scriagbishop@hotmail.com
Music and Video	Mr Richard Stephens	01386 700668	rdstephens@gmail.com

### Getting married by Banns

You are required by law to have your banns read for three consecutive weeks both at St Lawrence's and also, if appropriate, in the parish church where the marriage partner lives if he/she lives elsewhere. For banns read at St Lawrence's the charge is £31. For banns to be read at another church you will need to make an appointment with the other minister who will give you a certificate stating that the banns have been read. This will cost you £45 in total (fee £31 and certificate £14). The certificate needs to be given to the minister taking your wedding here before your wedding.

Your banns will be read at St Lawrence's at Sunday morning services during the three months before your wedding, but not on the Sunday immediately before the wedding.

### Getting married by Licence

If you are getting married by licence, please discuss this fully with the minister taking your wedding.

Meanwhile please complete the attached application form and return it to our Administrator, as soon as possible.

### Your Wedding at St Lawrence's Church, Mickleton

#### Music

Please contact Richard Stephens, our music director to discuss the hymns and the music at the beginning and end of your service.

Tel: 01386 700668

Email: rdstephens@gmail.com

#### Bells

Please confirm to our administrator if you would like to have the bells at your wedding.

Tel: 01386 841927

Email: admin@stjameschurchcampden.co.uk

#### Photographs and Video

Photographs are an important part of a wedding. The photographer may operate freely up until the actual wedding begins and after the Blessing at the end of the service. Photographs are not permissible while the service is in progress, because they tend to disrupt the couple's enjoyment of the service.

More and more people are requesting permission to video their marriage service. Wedding videos can only take place on the following conditions:

- i) The person who operates the video camera remains stationary.
- ii) The recording is not copied or sold and is used only for domestic purposes.
- iii) Clearance is sought for the recording of any material covered by copyright.

**For performing rights and copyright reasons there is a charge of £75 to video the service.**

#### Marriage Preparation

The minister who conducts your wedding will be meeting with you regularly to prepare you. At your first meeting please bring with you your passports for identification purposes. If you do not have a passport then a photographic driving licence will suffice. There will be a rehearsal for the wedding, usually the day

immediately before, in the late afternoon. We normally hold a Marriage Preparation Day on one Saturday in February to which you will be invited.

## **Flowers**

We have a team of ladies in the parish who arrange flowers in our church. If you would like them to arrange the flowers for your wedding day please contact, as soon as possible, Janet Barlow on 01386 430183, who will be happy to discuss this with you.

Alternatively you may wish to use one of our local florists suggested below:

Abbie Digweed Cotswold Flowers	Lisa Drinkwater Flowers The Shopping Yard Stratford Garden Centre Clifford Chambers CV37 8LW	Charlotte Gabb Superflowers Broad Close Farm Weston Sub Edge	The Bay Tree High Street Chipping Campden
07875 814769	01789 415434	01386 841844	01386 840617

We do ask that you leave a pedestal in the church to be enjoyed by our congregation on Sunday, as our flower ladies will be unable to arrange their flowers as usual and we always provide flowers for our Sunday service.

There are certain weekends when there can be more than one wedding. On these occasions we will let you know and ask that you liaise with the other bride, perhaps choosing one florist and sharing the cost of the flowers. Any colour you particularly want may be introduced in the pew posies, which can be quickly changed between the services.

If you are to be married at the time of one of the great church festivals, i.e., Christmas, Easter and Harvest Festival, you may not be able to have your own choice of flowers, probably for a period of two weeks around each festival. No flowers are allowed in the church during Lent, although the Vicar may allow simple flowers for weddings if they are removed at the end of the service.

If you have chosen to use our flower ladies, we suggest a minimum donation of £100. Janet will discuss this with you.

We do not permit trees, shrubs, candelabra or lanterns in the church. Candles on the window sills only are permitted for late afternoon weddings during the winter months as long as they are placed on the trays provided to prevent them from dripping on the stone surface. Please let our administrator know if candles are to be used.

Opening Hours: the church is open between 10am and 4pm. Only by prior agreement, can it be opened outside these hours.

## Model Order of Service

Many couples have a printed Order of Service prepared for their wedding. The purpose of this information is to help you and your printer in setting out the Order of Service by telling you what usually happens and making some suggestions. It is not meant to be a strait-jacket! The Vicar taking your service will be only too pleased to talk over variations with you. Get in touch if you have any ideas or problems you would like to discuss.

There is no absolute need to have a printed Order of Service because we can provide hymn books and the congregation will be able to follow the service quite easily.

Printers usually use one page as a title page. They each have their own ideas as to the precise layout and design. Do check carefully that they have spelt your names correctly and got the day and date right.

**Please do not print your order of service until the officiating minister has had opportunity to see the final draft.**

Now on to the service itself. By the time you are sorting out the Order of Service, you will have discussed the service with your Vicar and the musical side with the organist.

First you put the piece of music to which the Bride is coming in.

Next you put the hymn.

Next you put a heading: THE DECLARATION

Under the heading please include the following:

*After N and N have given their consent to each other,  
the minister asks the congregation,  
Will you, the families and friends of N and N ,  
support and uphold them in their marriage now  
and in the years to come?*

**All We will.**

Next you put Reading(s): THE READING

If there are 2 readings the  
final reading is the one from the Bible for example - 1 Corinthians 13

Next you put a heading: THE ADDRESS  
*The Revd .....*

Next you put your middle hymn (if you have chosen to have one).

Next you put another heading: THE MARRIAGE  
you may include the following subheadings; the vows, the giving of rings, the proclamation.

Next you put another heading: THE SIGNING OF THE REGISTER  
and a reference to any special music that will be played.

Next you put another heading: THE PRAYERS  
Under this heading please print The Lord's Prayer in full.

Next you put your last hymn.

Next you put: THE BLESSING

Finally you put the piece of music which you have chosen for when you walk down the aisle.

- Please remember -
- (a) always check spelling carefully.
  - (b) do not hesitate to get in touch with the Vicar if in any doubt or if you have your own ideas which you would like to be included.
  - (c) Send a draft to the vicar before printing

### **Fees for Weddings at St Lawrence's Church**

(as at January 2020)

Marriage Service and Banns	£494	Payable to the <b>PCC of Mickleton</b>
Marriage Service without Banns	£463	Payable to the <b>PCC of Mickleton</b>
Verger	£65	Payable to <b>PCC of Mickleton</b>

**Optional Extras** \* *If you choose to use these services.*

Organist	*£120	Payable to <b>Richard Stephens</b>
Bells	*£160	<b>Cash in £10 denominations please</b>
Video Recordings (for copyright)	*£75	Payable to <b>Richard Stephens</b>

If you are being married by licence there will also be a separate fee payable elsewhere – the vicar will advise you.

Payment of the money by cheques must be at least 10 days before your wedding date and all money should be paid via the church office.

Your wedding is one of the most special days you will share and we are keen to ensure that it is everything you hope for here at St. Lawrence's. If you have any further enquiries please do not hesitate to contact our Administrator, who will be happy to help you.

We hope that our pack has been helpful and very much look forward to receiving your completed application form.

With every blessing for your future from all at St. Lawrence's' .....

## Application for Wedding at St Lawrence's, Mickleton

Day and Date		Time	
Banns Required? YES/NO	Date of Banns (no later than 4 Sundays before wedding )	Special/Common Licence applied for? Obtained?	YES/NO YES/NO
	Bells Required?  YES/NO	Organist Required?  YES/NO	Are you organising flowers for the church?  YES/NO
			Are you videoing inside the church? YES/NO
Officiating Priest		Name of Organist	
Name of Florist		Name & Tel of videographer	

### Personal Details

	MAN	WOMAN
Full Name		
Preferred Name		
Address		
If not resident in parish, reason for permission to marry here		
Home Telephone		
Work Telephone		
Mobile		
Email		
Date of Birth		
Age at Marriage		
Status Please delete as appropriate	single/widower/previous marriage dissolved/surviving civil partner/prev civil partnership dissolved	single/widow/previous marriage dissolved/surviving civil partner/prev civil partnership dissolved
If you have been married before is your previous wife/husband deceased?	YES/NO	YES/NO
Profession		
Nationality		
Father's Full Name		
Father's Profession		
Have you been baptized?	YES/NO	YES/NO
Are you on the Electoral Roll of St Lawrence's?	YES/NO	YES/NO
Name of local church and parish where you live - go to <i>www.achurchnearyou.com</i>		
Signed		
Date		

Are you related to one another?

YES/NO