

# ARRANGING YOUR WEDDING

## THE PARISH CHURCH OF ST MARY'S

### A. INTRODUCTION

Your wedding will be one of the most important days of your life and the central point of the day will be the service in Church. We are always delighted when couples choose to be married at St. Mary's Barnes and we work very hard to ensure that the service is unforgettable for all the right reasons and the highlight of the wedding day.

You may be married in St. Mary's when either the bride or bridegroom (or both) live in the Parish of Barnes which is most of SW13. You may also be married at St. Mary's if you satisfy any of the following qualifying connections:

- if this is the parish where you were baptised and/or confirmed
- if you have lived in this parish for 6 months or more, at any time during your lives
- if you have attended worship in this parish for at least 6 months
- if this is the parish where your parents have lived or worshipped (during your lifetime)
- if your parents or grandparents were married in this parish

If either (or both) of you have been married before and divorced this is not a barrier to being married in the Anglican Church but it is something that needs to be discussed with the priest who is going to marry you. Weddings can be arranged on most days Monday – Saturday but before making any arrangements it is very important that you check to see if your preferred date is possible for us at St. Mary's. After you have filled out a marriage application form and sent it to us, we will be able to confirm your eligibility and your booking.



**B. BOOKING**

You should book the service with the Church Administrator, St Mary's Church Office on 020 8741 5422 or email: [office@stmarybarnes.org](mailto:office@stmarybarnes.org)

**You will be sent a form to complete which should be returned to the Church Office**

**FEES 2025**

**Fees are subject to revision each January**

<b>WEDDING SERVICE</b> (including reading of Banns) January - December	£544
Verger	£65
Director of Music Fee for music planning (includes one consultation)	£65
Organist (fee applies even if couples own organist used)	£175
Bells	£360
Choir (professional quartet)	Price on application
Flowers (arrangement fee for using external florist)	£115
Livestreaming of service	£65
Video recording of service (fees for the choir and organist are doubled to cover recording rights)	If applicable
Voluntary contribution to the mission and ministry of St. Mary's <i>(We can reclaim 25% from HMRC if you gift aid this voluntary contribution)</i>	£400
<b>BLESSING OF MARRIAGE SERVICE</b>	£315
Voluntary contribution to the mission and ministry of St. Mary's	£400
To call Banns without Service	£56

A cancellation charge is levied if a choir or organist booking is cancelled less than 2 months before the wedding. In the unlikely event that the service is recorded/livestreamed and this had not been previously agreed with the Office and Director of Music, a retrospective charge for the appropriate fees will be levied.

Please pay by bank transfer (with reference of 'Wedding - Your Surnames') to:

CAF Bank plc, 25 King's Hill Avenue, King's Hill, West Malling, Kent ME19 4JQ

Account Name: St Mary's PCC Barnes Sort Code: 40-52-40 Account Number: 00021287

[Link to our Gift Aid Form](#)

Or please make your cheque payable to St Mary's PCC Barnes and return to:

Cheryl Cole, Parish Administrator, St Mary's Church Office, Church Road, Barnes SW13 9HL

Email: [office@stmarybarnes.org](mailto:office@stmarybarnes.org)

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**C. BANNS or SUPERINTENDENT REGISTRAR'S CERTIFICATE or SPECIAL LICENCE**

- a) To publish your intention to marry, Banns must be called in the Parish Church of the parishes in which both the bride and groom reside. In the Church of England, Banns must be published three times before the wedding. This is a legal requirement. They are read out on three consecutive Sundays during the three months prior to your wedding date. If you reside outside the Parish of St. Mary's and are on the electoral roll of this parish because you attend services here regularly, it is still necessary to have your Banns read at your local Parish Church as well as at St. Mary's.
- b) It is your responsibility to arrange for the calling of Banns and it is advisable to contact your parish church at least four months before your wedding in order for them to be called.
- c) Banns are called on three consecutive Sundays within three months of your wedding. They do not need to be called on the same Sundays in both/all churches. It is desirable that you should come to church to hear the Banns read on at least one Sunday.
- d) Many couples and their families choose to attend the publication of their Banns of marriage, and we look forward to welcoming you for this. At St. Mary's, they are usually read at the end of the 10am Service. The publishing of Banns usually takes the form:
  - a. *"I publish the Banns of marriage between John Smith, of the parish of St Martin's, Low Marple, and on the electoral roll of this parish, and Jane Brown, of this parish. This is for the first time of asking. If any of you know any reason in law why these persons may not marry each other you are to declare it."*
- e) The Banns Certificate: where Banns have been called in another parish, the certificate should be sent to the Church Administrator at least 14 days before the date of your wedding.
- f) There are two recent changes in the law concerning marriage being introduced from summer 2021. The first set of changes are in the way marriages are registered. So, if you have had banns read beforehand, at your wedding we will no longer have the "Signing of the Register" but instead it will be the "Signing of the Marriage Document". The marriage document differs from the old register in naming mothers and fathers equally. We need to know the same information for your mothers as you have already provided for fathers, i.e. full names, whether living or deceased, and occupation. You also have the option not to name either or both parents if you prefer. There is also an option to name stepparents as well if you wish.
- g) For those couples who are not having banns read, but instead have applied through the local Register Office, they will be issued with a "Marriage Schedule" by the Register Office. The schedule will contain the same information as the marriage document and the other changes affect marriage documents and schedules equally.
- h) Another part of this change is that we will no longer issue your marriage certificate in church. Instead, we will deliver the marriage document to the Civil Register office for the London Borough of Richmond after the service, and they will create a digitised record and the marriage certificate. It will be our responsibility to deliver the document to the register office, and then your responsibility to request the certificate from them. The statutory fee for a Marriage Certificate is £12.50. You can order this online by using the link [https://www.richmond.gov.uk/services/registration\\_services/purchasing\\_certificates](https://www.richmond.gov.uk/services/registration_services/purchasing_certificates)

Richmond Register Office  
York House, Richmond Road,  
Twickenham  
TW1 3AA  
Tel: 0208 891 7000  
Email: [registrationservices@richmondandwandsworth.gov.uk](mailto:registrationservices@richmondandwandsworth.gov.uk)  
[www.richmond.gov.uk/registration\\_services](http://www.richmond.gov.uk/registration_services)

- i) The church will provide you with a keepsake certificate on your wedding day to confirm your marriage, and this may be of practical help before your certificate is issued, but it will not represent formal legal proof of your marriage.
- j) The second set of changes, are about the way in which you first apply to get married in church. These are changing because of the end of freedom of movement rights for EU citizens following Brexit. In future, only British and Irish citizens will have the automatic right to marry by banns, proving their citizenship using their passport or similar identity document. EU citizens who have 'settled' or 'pre-settled' status will be able to marry by banns but as well as showing their passport they will also have to provide the church with a code which enable us to check their status on the government website.



#### D. PRIEST

When you book the wedding, we will arrange for one of the parish clergy to take the service. He/she will see you soon after the booking and on several occasions to help you put together your order of service and prepare for the wedding. He/she will take you through the different things you need to think about and ensure that St Mary's provides the best possible start to your married life. Please take the initiative to contact the priest who is conducting your wedding in the first instance. It is also possible for you to bring in a visiting priest to help with the service. This is strictly at the discretion of the Rector of St Mary's.



## E. PREPARING FOR YOUR MARRIAGE

At St Mary's we take marriage preparation very seriously in the belief that your wedding is a deeply significant step in your lives. To help you prepare for your marriage, we would like to invite you to take part in a preparation course over two evenings. You will meet with a couple from the marriage team to discuss several matters of interest and concern to you both. It is informal, confidential and enjoyable! If you agree to take part in this, please contact the coordinator, **Sanchi Murison** by email at [sanchi.murison@gmail.com](mailto:sanchi.murison@gmail.com) and she will contact you to arrange a meeting approximately 3 months before your wedding.

## F. MUSIC

From the Director of Music

email: [dmo@stmarybarnes.org](mailto:dmo@stmarybarnes.org)

This section is intended to explain what choices of music need to be made by the bride and groom for the wedding ceremony and to give suggestions for possible pieces of music to be used.

*Please note that what follows is only a guide based on traditional choices made by many wedding couples. Individual requests will be accommodated where possible.*

**At a wedding there are five main decisions to be made concerning the music:**

- **Music before the ceremony as the guests arrive**
- **Music for The Procession of The Bride (what you will walk down the aisle to!)**
- **Music during the service e.g. during the signing of the registers**
- **Hymns**
- **Music for The Recession – as you leave the church**

### **Pre-ceremony music as the guests arrive**

This sets the mood, which is usually quiet, and acts to prepare everyone for the service. The music can be classical, romantic, love songs, religious, folk, Celtic or any combination. You may use the CD player attached to the PA system in St Mary's however this requires advance notice to the Priest officiating at the service. If you have no preferences, then the organist will simply play a traditional selection – many couples choose this option.

Suggestions:

"Air" from Handel's "Water Music"

"Air on the G String" from J. S. Bach's *Orchestral Suite No.3*

"Canon in D" by Pachelbel

**If you choose to have church bells rung then it is not possible to have pre-ceremony music.**

### **Music for The Procession of The Bride**

The processional music is traditionally majestic, grand and stately. The bride's entrance is announced by uplifting music and everyone stands to welcome her. The bride often enters to the Bridal Chorus ('*Here comes the Bride*') however couples may wish to choose something else.

Suggestions:

Wedding March from *Lohengrin* by Wagner

Processional to *Te Deum* by Charpentier

A Trumpet Tune by Purcell

A Trumpet Voluntary ("Prince of Denmark's March") by Clarke

Arrival of the Queen of Sheba from Handel's *Solomon*

Hornpipe from Handel's "Water Music"

### Music during the Service (e.g. during the signing of the registers)

Some couples choose to have a solo singer or choir to provide music for the signing of the registers. Sometimes the bride and groom will ask a friend to sing during the ceremony. If you would like a choir or a soloist, but do not have anyone specific in mind then please contact me and I will advise on booking and fees etc. Otherwise, many couples choose to have an organ piece.

Suggestions:

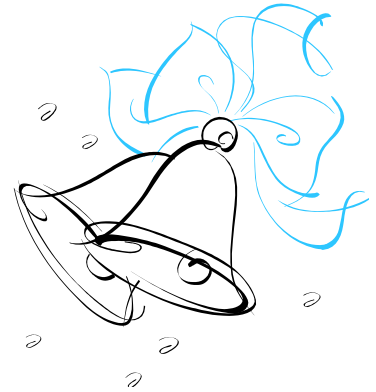
Ave Maria by Schubert

Ave Maria by Bach/Gounod

Air on the G String from J. S. Bach's *Orchestral Suite No.3*

Canon in D by Pachelbel

Jesu, joy of man's desiring by J.S. Bach



### Hymns

At St Mary's we use the Ancient & Modern Hymnbook for our services, however, as many couples opt for a separate service sheet you can choose your hymns from a wider source and have the text printed separately. Please do discuss your hymn choice with both the Priest and the Director of Music.

Suggestions: There are usually two or three hymns during a wedding service. Try to find hymns that are familiar to those who will be present - and are easy to sing! The following are popular choices:

All things bright and beautiful

Come down O love divine

Love divine, all loves excelling

Lead us, heavenly Father, lead us

Lord of all hopefulness

Make me a channel of your peace

Morning has broken

Now thank we all our God

Praise my soul, the king of heaven

The king of love my shepherd is

Guide me O thou great redeemer

Jerusalem

The Lord of the Dance

If your order of service contains hymns or songs, then our CCLI (Christian Copyright Licensing, Inc.) licence number must be quoted in the booklet. The number is 199642.

### Recessional Music

The recessional voluntary happens at the very end of the wedding ceremony i.e. as the newly married couple process out of the church.

Suggestions:

Wedding March from Mendelssohn's *A Midsummer Night's Dream*

Ode to Joy by Beethoven

Hornpipe from Handel's "Water Music"

Toccata from Widor's Organ Symphony No. 5 in F

Once you have thought about all these music matters please fill in the Music Planning Form and arrange a meeting with the Director of Music.

We know that there are many decisions for couples to make about their wedding ceremony and you will want to make these carefully. However, if you have requested an organist and/or choir and cancel less than two months before the wedding we will have to apply a cancellation charge. In the unlikely event that the service is recorded/streamed and had not been previously agreed with the Office and Director of Music, a retrospective charge for the appropriate fees will be levied.

### **G. FLOWERS**

Many wedding couples and those holding funeral services wish to include flowers. We at St Mary's are delighted when they do as we feel they enhance the beauty of our very special church.

We are pleased to announce that you may now bring your own florist into St Mary's Barnes for the creation of your displays.

Below you will find a few notes on how we will be running our flower service:

There will be a cost of £115 payable to St. Mary's prior to the service and this will cover the use of church containers such as urns. This charge will be included alongside other wedding related fees.

Church containers such as urns may be used but **NOT** florist's foam unless it is the eco-friendly version.

All moveable hanging arrangements, in the florist's containers, must be moved from the church after the service. No nails, hooks or screws must be placed in the fabric of the church.

**Please leave at least one pedestal flower arrangement in the church. This is because we cannot expect our volunteers to prepare the flowers late on a Saturday and it also is the traditional way to enable our congregation to be part of your celebration, following the earlier reading of Banns.** We are happy to dispose of this pedestal's contents.

Florists must leave the church immaculately clean after arranging and after taking the flowers away. If there is work clearing up there will be an additional cost of £50.

At St Mary's we are seeking to reduce our carbon footprint, as part of the Church of England's aim of being carbon neutral by 2030. We would therefore encourage you to minimise the air miles used in sourcing the flowers and to use materials which can be recycled.

Florists may dispose of flowers and greenery in our compost heaps, or our garden waste bins as long as they are chopped into pieces no more than 15cm long. No florist foam must be placed in these containers.

**H. BELLS**

Bellringers are available to ring at weddings, usually at the beginning and end of weddings. Please indicate on the booking form if you would like to request the ringing of the bells for your wedding. The arrangement covers ringing for up to 1 hour and 15 minutes after the scheduled start of the ceremony. If the service is expected to be longer than usual and/or if the bells are required to ring beyond the 1 hour and 15 minutes, then the ringers would need to be advised and an increased fee would apply. Please note that if you book for bellringing prior to the service then you will not be able to have pre-ceremony music.

**I. PHOTOS/VIDEOS**

Photography is an important feature in your wedding arrangements and it is hoped you will arrange for a photographer who will respect the restrictions for photography in St. Mary's Barnes. Please ask your photographer to speak to the priest before the service. Video photography is only permitted after consultation, please check with your priest.

For legal reasons, the fees of the choir and organist are doubled when a video is taken.

**J. REHEARSAL**

A wedding rehearsal with the priest will be arranged for some time during the week prior to the wedding. Please bring to the rehearsal: bride's father (or other person walking the bride down the aisle), best man, bridesmaids/pageboys, and a few copies of your printed order of service.

**K. VERGER**

Members of the church will act as vergers for the service. The verger usually gets the church ready before the wedding, putting the heating on in good time, making sure everything is tidy, opening the church for flower arrangers if necessary and then welcomes guests as they arrive. They can help direct guests to the toilets if needed and may give out activities to children if the church provides them. They will be at the rehearsal and will be at the church from an hour before the service. They will be able to answer practical questions, reserve seats, turn on the lights and audio, arrange special chairs, and lock up the church afterwards. Please ask them for any advice on the day.

**L. SERVICE SHEETS**

Many couples like to have a printed service sheet with the order, words to hymns etc. This is not essential, but if you plan to use a service sheet, please consult the priest conducting the wedding **before** it is printed. Our vergers would appreciate it if service sheets were available at least an hour before the service starts.

**M. HEALTH & SAFETY**

The church has a responsibility to ensure the health and safety of those attending. All arrangements for the use of church premises including grounds are to be discussed and agreed fully with the Officiant. Particular attention has to be given to any arrangement that may cause trips or fires and ensure access for anyone with disabilities.

**N. READINGS**

The wedding service normally has a Bible reading, which is chosen from a wide range of topics such as love, commitment and the best foundations for living. Some deal more specifically with the love of God and the example Jesus gave us. Your Priest will be able to help you decide on a reading that fits in with your wedding. As well as other Bible readings, she or he may be happy for you to include a suitable non-religious reading. Choices have been as diverse as 'Winnie the Pooh' and 'Tolkien'!



There are many popular and exciting readings. Read some of these together and see if what they say seems important to you. Readings are available to view online at [www.biblegateway.com](http://www.biblegateway.com).

*God creates women and men to look after the earth* (Genesis, Chapter 1, verses 26-28)

*A love poem between two lovers* (Song of Solomon, Chapter 2, verses 10-13; Chapter 8, verses 6&7)

*Jesus teaches how to live life that brings true happiness* (Matthew, Chapter 5, verses 1-10)

*Jesus teaches about marriage, and welcomes children* (Mark, Chapter 10, verses 6-9 and 13-16)

*What happens when Jesus attends a wedding reception* (John, Chapter 2, verses 1 - 11)

*The nature of love* (1 Corinthians Chapter 13)

*Committing to each other* (Ephesians Chapter 5, verses 21-33)

*Seeing the good side...* (Philippians Chapter 4, verses 4 - 9)

*Living well* (Colossians Chapter 3, verses 12 - 17)

*Loving well* (1 John Chapter 4 verses 7 - 12)

### **O. CONFETTI**

Only biodegradable varieties are permitted. We do not allow the use of 'confetti shooters'.

We would prefer if wedding parties chose to use entirely natural confetti such as flower petals.

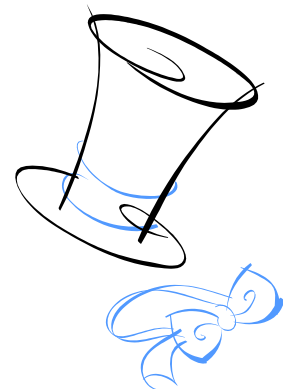
### **P. AFTER THE SERVICE**

It is normal for photographs to be taken immediately after the service, as desired. However, it is not possible to permit a reception to take place in the church at that point. Please do not serve drinks or food. Should you wish to hold such festivities immediately after the service and near the church, please consider booking our church hall, the Kitson Hall, just round the corner in Kitson Road. That provides the facilities needed for accommodating a reception. Please see the Hall website at [www.stmarybarnes.org/kitson-hall/](http://www.stmarybarnes.org/kitson-hall/) and contact our Hall administrator on [kitsonhall@gmail.com](mailto:kitsonhall@gmail.com) to check whether the Hall is free.

### **TIMETABLE FOR THE WEDDING ARRANGEMENTS**

#### **At least four months before the wedding:**

1. Contact the Church Administrator on [office@stmarybarnes.org](mailto:office@stmarybarnes.org) to:  
Arrange the publishing of the Banns
2. Telephone or email the priest to arrange a meeting to:  
Discuss the order of service  
Arrange a wedding rehearsal date  
After meeting the priest, make contact with Cheryl in the Church Office re flower arrangements and also our Director of Music.
3. Arrange a date for your marriage preparation course with Sanchi Murison (details in paragraph E)



#### **At least two months prior to the wedding:**

4. Return the music form to the Director of Music or the Church Administrator and note that any musical accompaniment you have chosen at this stage cannot be cancelled without incurring a charge.
5. You will be invoiced for all the costs of the wedding

#### **At least two weeks prior to the wedding:**

6. Send the Banns certificate from other churches (where applicable) to the Church Administrator. Provide your witnesses names.

#### **A few days before the wedding:**

7. Meet the priest for a rehearsal as arranged
8. Double check that the draft Marriage Document that has been sent to you is correct in all its details. Please remember that this is a legal document.

## RESOURCES

In addition to this document, printed exemplar wedding orders of service are available from the Parish Office by request. We recommend the following online resources:

[www.churchofengland.org/life-events/your-church-wedding](http://www.churchofengland.org/life-events/your-church-wedding)

An official site of the Church of England with an excellent Wedding Planning aid

[www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/hymns-your-wedding](http://www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/hymns-your-wedding)

This gives some hymns suggestions for your wedding

[www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/bible-readings-your-wedding](http://www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/bible-readings-your-wedding)

This gives some Biblical and secular reading suggestions for your wedding



# WEDDING MUSIC PLANNING FORM

email: [dmo@stmarybarnes.org](mailto:dmo@stmarybarnes.org)



Wedding Date:	
Time:	
Bride's Name:	
Groom's Name:	

## MUSIC CHOICES

Pre-ceremony Music (as the guests arrive)	
Music for The Procession of The Bride	
Music during the Service (e.g. during the signing of the registers)	
Hymns	
Recessional Music	
Choir	
Soloist(s)	

**PAGE FOR YOUR NOTES**