



Worshipping  
Growing  
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YOUR CHURCH  
WEDDING

Bybrook Team Ministry  
Application Pack for a  
Marriage  
Marriage Blessing or  
Renewal of Vows Service

Planning a wedding can be an exciting, but confusing time. As such, we have created this application pack that we hope will answer all of the questions you have in relation to booking a church wedding in the Bybrook group. If, however, you find that there is something that is not covered in the pack, please **contact our Office Manager, Claire on 01249782704** or by email at [bybrook.office@gmail.com](mailto:bybrook.office@gmail.com), who will be happy to help.

## IMPORTANT:

- Please read the **“Important Notes for All Churches”**.
- Make sure that you read the **individual policies** for the church that you have chosen to get married in as some have different rules from others.
- Once you have completed the application form and sent it to the office, make sure that you **keep this pack safe so that you can refer to it as your wedding day approaches.**

## CHECKLIST: (please check that you have included the following documents with your application where relevant)

### 1. Application form (Appendix A)

*NB. Please do not enclose ID with your application*

### 2. Marriage Measure 2008 form (Appendix B)

*If you are marrying by qualifying connection rather than residency, please return this form in addition to the application form along with supporting evidence*

### 3. Marriage in Church after divorce form (see FAQ)

*If previously married, please include the original decree absolute which we will return to you*

### 4. Proof of eligibility

*If either of both of you is a foreign national, please send proof of eligibility from the UK Border Agency*

Please send your completed form and all accompanying documentation to Bybrook Benefice, The Bell Inn, High Street, Yatton Keynell, Wiltshire, SN14 7BG or by email to [Bybrook.office@gmail.com](mailto:Bybrook.office@gmail.com)

## Application for Marriage

We would like to thank you for your enquiry about a wedding or marriage blessing service. The Bible tells us that marriage is a gift from God offered to humankind, and a way through which we may know the grace of God. So, as the church we welcome all enquiries for weddings and blessings. However, marriage is a legal as well as Christian ceremony, and so there are legal requirements that determine whether or not we are able to carry out a ceremony for you.

In marriage you begin a new life together as husband and wife, but we also hope and pray that as you prepare for a marriage or blessing service in church you will also find the invitation to begin a new life together with God at the centre of your relationship. We hope that this pack will help you to think through what marriage in a church is all about, and to give you all of the information and guidance you will need.

## Marriage in the Bybrook Team Ministry

The Bybrook Team Ministry is a group of 10 rural churches served by a full-time Priest-in-Charge, a Team Vicar, and a curate. So, it is important that you speak to us before booking a reception venue as we may not be able to offer the date that you are initially looking at. We can only book wedding or blessing services when a minister is available.

Before the marriage service, you will be invited to participate in marriage preparation. There are two parts to this. **Firstly, you will need to attend the marriage preparation day that we will be running on the 4<sup>th</sup> Saturday January.** Secondly, you will need to meet with the minister taking your wedding service to talk through anything that you would like to discuss, as well as to plan your service details. In the ideal world, both of you will attend all meetings, so that you can talk through and make decisions together.

## Who can be married here?

It is usually best for your wedding to take place in your local church, as part of your local community, and so if you are resident in one of our parishes then we would be very happy to talk further with you about your wedding. Of course there are sometimes very good reasons why you are looking for a wedding service somewhere other than your local church, and as long as you can show one of the following connections to one of the churches in our Team, we may be able to offer you a wedding service or marriage blessing service. If you aren't sure where your local church is, you will be able to find out by looking at [www.achurchnearyou.com](http://www.achurchnearyou.com)

## Qualifying connections:

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 are looking to get married here by qualifying connection rather than residency, then we will need to see evidence of your connection to the parish that you would like to be married in. Please see **Appendix B**. If you have a qualifying connection to the parish, but for whatever reason are not able to have a wedding service (for example if one of you has been divorced more than once) we may be able to offer a marriage blessing service instead.

There are a couple of other important legal requirements that you need to be aware of. No one under the age of 16 may be married, under the age of 18 without parental consent, and there is a series of relationships between people which are not permitted to marry (if you are not sure if you might fall into this category then please just ask us). Marriages can only take place between the hours of 8:00am and 6:00pm.

### **I think I qualify for a marriage or blessing service. What do I do next?**

It is worth spending time preparing properly for your marriage. It is not something to rush in to. Once you have read through the FAQs on the next page, please work through the steps below so that we can gather all the information that we need in order to proceed your application.

- 1) Please speak to our office manager to check if the date you would like is available.
- 2) Once you have done so complete and return the attached application form (**Appendix A**).
- 3) If your marriage is by qualifying connection rather than residency, please also complete the attached qualifying connection form and return it with your application and evidence to show the connection (**Appendix B**).
- 4) If you have been married previously, please see the FAQ section, complete the “Marriage in Church after Divorce” form, and enclose your original decree absolute.
- 5) Once we have received your application pack and processed it we will confirm your booking and send an invoice for a non-refundable deposit cheque of £100 which is to be paid within 4 weeks. We will also confirm whether you can be married by the calling of banns or if you will need to apply for a Common License or Superintendent Registrar’s Licence.
- 6) Come along to the marriage preparation day in January.
- 7) The minister taking your service will contact you to talk through the details of the service.
- 8) Nearer the service, we will arrange the calling of your banns (if relevant). The Banns are an announcement in church of your intention to marry and a chance for anyone to put forward a reason why the marriage may not lawfully take place. When we call your banns, we pray for you, and so it can be quite a special occasion and we would encourage you to attend.
- 9) If you live outside of the Team, you will need to arrange for banns to be called in your local parish church as well. To find your local parish church, please have a look at [www.achurchnearyou.com](http://www.achurchnearyou.com) Once they have been read, you will be given a banns certificate, which you will need to return to us as soon as you get it.
- 10) About 6 weeks before your wedding, you will be sent an invoice for the fees. **The fees must be paid a month before your service** otherwise we won’t be able to hold the date. If there are any problems in paying a month in advance, please do let us know as soon as possible. The fees vary according to your requirements. (**Appendix E**).
- 11) Usually the day before your wedding you will have a rehearsal in the church, to speak the words you will say to one another, and to practice the all important entry and exit of the bride and groom.
- 12) The big day. We will do our best to make it as special as we can for you! We do ask that you try to keep to the time booked as extreme lateness can have an impact on our ability to do this.

## What can we expect from the church?

The church takes marriage very seriously, which is why marriage preparation is a requirement before the service. We will help you to understand what you are going to do and say, and help you to think through what marriage is all about in order to help you put the best possible foundations in place for your marriage. We hope that you will come to church whether you need to or not so that we can welcome you, get to know you, and support you as you begin your married lives together, and if you are local that you will continue to come to church after your wedding day so that we can be there for you as a wider church family. We also offer groups for children and for adults to help you to grow into your faith and to learn more about God and the role that he can take in our lives. For more information, please contact the team office on 01249 782704.

## Meeting “the vicar!”

Before you see the minister taking your wedding, there are a couple of things that you can do to prepare. Firstly, have a look at [www.yourchurchwedding.org](http://www.yourchurchwedding.org) and start to think about readings, hymns and music that you might like in your service. Please let the minister see a copy of the order of service before you have it printed.

Secondly, each of the churches in the Team has slightly different rules on confetti, flowers, and candles. Please read these rules (enclosed) carefully to ensure that your plans will be possible.

Finally, if you will be married by banns, or common licence then you will need to provide specified evidence that you are UK/EEA/Swiss nationals. This will be done at your pre-wedding meeting with the minister taking your service.

### **SPECIFIED EVIDENCE means:**

- 1. Valid (current) UK / EEA / Swiss Passport; OR**
- 2. Valid (current) National Identity Card from an EEA country or Switzerland;**  
***If each party can produce one of the above, this is all that is required.***  
***If not, see 3-5 below.***

- 3. Certificate of Registration/Certificate of Naturalisation as a British Citizen from the Secretary of State**  
**AND**  
one of the documents in section 6 below (to establish current use of name); **OR**

#### **4. IF BORN BEFORE 01/01/1983:**

- a. a UK birth certificate
- AND**

- b. one of the documents in section 6 below; **OR**

#### **5. IF BORN BETWEEN 01/01/1983 and 30/06/2006:**

- a. a full UK birth certificate (i.e. a birth certificate that shows parents' full names)  
**AND**
- b. proof that one parent was a British National or proof that they had indefinite leave to remain in the UK at the time of the birth<sup>1</sup>  
**AND**
- c. [if relying on the father as the British National, the parents' marriage certificate]  
**AND**
- d. one of the documents in section 6 below.

#### **6. PROOF OF CURRENT USE OF NAME (see sections 3-5 above).**

- a. Utility bill (from last 3 months)
- b. Bank or Building Society statement (from last 1 month)
- c. Council Tax bill (from last 12 months)
- d. Mortgage Statement (from last 12 months)
- e. Current Tenancy Agreement; or
- f. Valid full UK Driving Licence or provisional Driving Licence.

#### **7. CHANGE OF NAME (where relevant)**

If a party to the marriage has changed their name from that shown on any of the above documentation, he or she must also provide evidence of the change (e.g. deed poll, previous marriage certificate, decree absolute).

## Some Frequently Asked Questions

### **Can I get married in any Church of England church?**

No. You can either get married in your local parish church, or in any other church where you can demonstrate a qualifying connection. The details of these are given earlier in this pack.

### **I'm not baptised (christened) and I don't attend church. Can I still get married in a church?**

Yes you can! If as part of the process of preparation for marriage you feel that you would like to be baptised, we would be very happy to talk that through with you too.

### **We have a date in mind, what should we do next?**

Before you book anything else, please speak to our office manager. We realise that you will be under pressure to book reception venues, florists, photographers, cars etc, but if we don't have a minister available we can't do a service. It's easier to speak to us to make sure we can do a date before you book anything else.

### **Are there any restrictions to when a wedding can take place?**

Marriages can only take place between the hours of 8:00am and 6:00pm. Because churches are very busy leading up to Easter, we don't offer wedding services during Lent. There are some other dates that aren't possible because of prior bookings, so speak to our office manager.

### **We would like to have a video of our wedding. Is that possible?**

Yes, that is possible. You will need to sign and return the "Use of Video" form enclosed in this pack (**Appendix C**), and you will also need to apply for a Limited Manufacture Copyright Licence if your videographer doesn't already have one. We will need to see a copy of the licence before the service, and it is your responsibility to arrange this. The licence is available from <https://prsformusic.com/licences/releasing-music-products/limited-manufacture>  
If you are hoping to use a drone you will need to seek permission from the church.

### **What does it mean to attend worship regularly for a minimum of 6 months?**

If this is the qualifying connection that you choose, you will need to have attended worship at a church in the Team at least once a month for 6 consecutive months. As we rely on a number of ministers to cover services, you will need to take a service attendance form (**Appendix D**) with you for the minister taking the service to sign. This is your responsibility, and although we can pencil in your wedding date, we are unable to confirm it until you have attended worship for 6 months and returned the completed attendance form to the office. As this is a legal requirement, we are unable to provide a wedding service if evidence is not provided. You will need to have completed your attendance 3 months before your wedding to allow time for the reading of your banns.

### **Do we have to attend the church we are marrying in to gain our connection?**

No. You are able to gain this connection by attending any of the churches within our group, it does not have to be the church you are marrying in. However, both North Wraxall and Kington St Michael church are not legally part of our group and therefore do not count as part of your attendance. Equally if you are marrying in either North Wraxall or Kington St Michael you must attend only that church to gain the connection.

### **Do we both need to attend to gain our connection?**

No. Whilst we encourage you both to come along to our services where, we appreciate that this is not always possible. The legal connection only needs to be with one of you and therefore it is important that at least one of you attends all 6 times to gain the qualification.

### **What happens if one of us is a foreign national?**

This depends on your circumstances. If one or other of you is non-resident in the UK, please have a look at [www.bia.homeoffice.gov.uk/visitingtheuk/marriage-cp-visitors/](http://www.bia.homeoffice.gov.uk/visitingtheuk/marriage-cp-visitors/) to see if you need any entry clearance. Once you have Home Office entry clearance, or if you both live in the UK, the next step is to find a church in which you can legally marry according to English law. You will also need to contact your local registry office to obtain a Superintendent Registrar's Certificate in order to get married.

### **What about if we are British citizens living abroad?**

You can get married in any church where you have a qualifying connection. You will need to apply for a Common Licence. For Bristol Diocesan Registry, please phone 01749 674747.

### **What if one or both of us has been married before?**

The church believes that marriage is for life, but also recognises that sadly, some marriages do fail. You will need to speak to a minister about your own situation. They will want to talk to you frankly about your past and your hopes for the future and will let you know whether they can remarry you. Even if it is not possible to do a wedding, we may be able to offer you a marriage blessing service. You will need to complete the form "Marriage in Church after Divorce" and return it, along with the original copy of the decree absolute (which we will return to you) with your application. This can be obtained from <https://www.churchofengland.org/sites/default/files/2017-11/MarriageAFTERdivorceFORM.pdf>

### **Can I be married by banns or do I need a licence?**

Banns need to be read in the parish where each of you lives as well as the parish church in which you are to be married, if that is somewhere else. You must have your banns read out in church for three Sundays during the three months before the wedding.

If there is not enough notice given for the banns to be read before the marriage is due to take place, or in the case of the marriage of people whose nationality is not British, or if one or both of you do not live in England, it is recommended that the licence procedure be used rather than banns. This is especially recommended if there is any doubt as to the legal requirements of the home country of a non-British person for recognition of an English Church marriage. When you speak to our office manager, she will be able to advise you if you need to apply for a licence.

### **Can we have our children baptised here in the future?**

If you live in the Team, then yes no problem at all. If you live elsewhere, you will need to continue attending worship here in order to maintain a qualifying connection if you would like us to baptise your children in the future.

### **Do we have to come to church before our wedding?**

From the time your application is approved, whether you have an existing qualifying connection, or whether you are in the process of gaining one, until the time of your wedding, the expectation is that you will attend services in order to feel part of the worshipping community.

### **Can we arrange our own minister?**

If you have a family friend or relative who is ordained in the Church of England, it may be possible for them to officiate at your wedding. We will require their name, contact details and current position before we are able to confirm if they will be able to take your wedding.

### **Can I use a wedding planner?**

We are happy to work with wedding planners, however we do ask that the final plans are in place and approved by the minister and churchwarden one month before the date of your wedding. Please also make sure that your wedding planner has a copy of this application pack so that they know the restrictions for the church you are marrying in.

## WHAT WILL OUR WEDDING COST?

The Church of England has recently reviewed its fee structure for weddings to make it more easily understandable, and to make them more similar across the whole church. Below, you will find information to help you understand what is included in your costs, and what extras we are able to offer to make your day more special and run smoothly.

The basic fee for 2020 is **£505** for a church wedding, and this fee includes the following:

- the cost of the minister taking your wedding
- the church
- marriage preparation
- the wedding rehearsal
- the calling of your banns
- your marriage certificate
- all administration
- lighting in the church for your service

If you are marrying outside of your parish church, you will need to pay a further **£45** in order to have your banns read at your home church. This will increase to **£90** if you both live in different parishes.

These fees are set for the following year in November of each year across the Church of England.

An up to date fee can be found on [Your Church Wedding](#) or on [Church of England Life Events](#)

In addition to this, there are 2 further recommendations that we make to all wedding couples.

- We can provide a **Verger** for the service at a cost of £60. The verger is a member of the local congregation who will make sure that the church is all prepared for the service, and tidied up again afterwards. They will ensure the church is open and ready for the rehearsal, assist the ushers on the day so that they know what they are doing, and undertake a number of other tasks to ensure your day runs smoothly. If you choose not to have a verger, you will need to provide someone who is able to cover these tasks. N.B. Where congregations are over 120 a second verger will be required at an additional cost of £60.
- **Heating** for the church is an optional extra. If your wedding is between April and September the cost for heating the church is £40. If your wedding is between October and March the cost for heating the church is £90 (£50 in Nettleton & Burton) as the heating has to be on for much longer to make the church warm. The church buildings are old buildings, so even in summer they are cold and to be comfortable will really require heating.

**Unless you tell us otherwise, we will presume that you would like the heating and a verger provided, so if these are not requirements for you (with the provisos set out above) please do let us know straight away when you return your booking form.**

There are other optional extras such as an organist, bells (in some of the churches), choirs that we may be able to arrange for an additional charge, but these vary so please talk to our office manager for further details.

Once your application has been approved, we will send an invoice for a booking deposit of £100, which we ask is paid within 4 weeks to secure your booking. This amount will then be deducted from the final invoice which will be sent to you 6 weeks before the wedding.

We also ask for a refundable damage deposit of £100 which will only be used if necessary. However you may wish to consider donating this to the church as a gift towards the future upkeep of the church in which case, we would ask that you tick the relevant box on the application form so that we know that this is your wish. If you leave this box unticked, and assuming it has not been necessary to use the damage deposit, we will return the £100 to you as soon as possible after the wedding. If you have paid this by cheque, we will shred the cheque unless you specifically request for it to be returned.

## **SOME IMPORTANT NOTES APPLYING TO ALL CHURCHES**

### **Keeping the churches clean and tidy**

We want you to enjoy your wedding day as much as possible, but there are occasions when the churches are not left in a very good state, either with litter left or confetti which can take a long time to clear up. We largely rely on volunteers to make your special day special, and so you will see on your final invoice a request for a returnable damage deposit for £100 just in case we need to bring someone in to clear up afterwards.

If we need to use some of the damage deposit, we will send the balance along with a receipt to show what the money was spent on. To avoid any problems, please appoint one of your ushers to check the church at the end of the service to ensure there is no litter left, and all orders of service are taken with you.

If the damage deposit is not required, we will return this to you as soon as possible after the wedding. Alternatively you may wish to gift this as a donation towards to future upkeep of the church.

### **Retiring collection**

All of the churches in the Bybrook Team Ministry are historic buildings that are kept open, clean and maintained by volunteers using their own money and any donations. We are pleased to welcome people to use them, and it would be appreciated if you could mention in your order of service that a retiring collection plate will be available if people are willing to support the work of the church here, keeping them open and functioning for special days just like yours. We will provide you with an appropriate wording.

### **Service Arrangements**

Arrangements for organists, bells, choirs, and other practicalities for your service are all dealt with through the Bybrook office and the minister taking your wedding. Please contact the office with any enquiries.

### **CCLI Licence Details**

If you are producing an order of service including hymn words, you may need to display the CCLI licence number on your orders of service for copyright reasons. Not all of the churches have a CCLI licence, so please check this with the minister taking your service, and they will be able to advise you of the number.

### **Timings:**

The wedding service relies on many different people coming together, including the minister, organist, vergers, photographer, videographer etc. Each of these may well have other commitments following your wedding and may not be able to commit to staying later than anticipated. A late arrival by the bride of up to 5 minutes is acceptable; delays longer than this are problematic for the groom, guests and church and could result in your service having to be cut short. If the delay is excessive, we reserve the right to double the organist, choir, bells and vergers fees. If the delay is more than 30 minutes, the celebrant may not be able to conduct your ceremony on this occasion and may have to postpone to a later date. In this event, we may not be able to refund any fees you have paid. The booking for the church assumes a three-hour window to include setting up, arrival of guests, the ceremony and some time for photographs afterwards. Our bookings for clergy, organists, choir and bells, allow for an hour's engagement. Please bear this in mind when preparing for your big day and try to keep to the time booked to avoid disappointment.

### **Ushers**

Ushers hold a vital role in ensuring the day runs smoothly. It is important that they understand the expectations of them at the church, including guiding people to their seats and handing out orders of services, assisting less able guests and helping with the clearing up of the church after everyone has left.

### **Guests**

Should the number of guests attending your wedding change by +/- 10 people from that stated on your application form, you must advise the office in writing. N.B there is an additional vergers fee for congregations of over 120 guests.

## INDIVIDUAL PARISH POLICIES INCLUDING, BELLS, FLOWERS, CONFETTI AND CANDLES

### 1) All Saints' Church, Littleton Drew (Maximum seating – 50-70)

0 Bells

You are welcome to arrange for a florist to provide flowers. Please contact Caroline Cook, the churchwarden on 01249 782787 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

### 2) St Nicholas' Church, Slaughterford (Maximum seating – 65)

0 Bells

You are welcome to arrange for a florist to provide flowers. Please contact Merope Sylvester, one of the churchwardens at [mjsylvester@hotmail.com](mailto:mjsylvester@hotmail.com) to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable. As there are cattle around the church, please can you ensure that no rice is thrown.

### 3) St James' Church, North Wraxall (Maximum seating – 100)

1 Bell (toll)

It is usual for couples to organise their own floral decorations, but if you wish we can suggest one of our flower arrangers who should be able to do this. The church is normally open so you can come and see the church. We would ask you however, not to open the altar rails or go onto the altar area as it is alarmed. Please contact Ann Godwin, the churchwarden on 01225 891237, to ensure you have everything you need on the actual day the florist will be decorating the church, and also if you wish to go into the altar area.

In the church we have 4 pedestals for arrangements which you are welcome to borrow for your flowers. If you wish to have flowers on the pew ends, we do have some holders, but please check that we have enough. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome inside or outside of the church. Rose petals are particularly attractive and suitable.

### 4) St Margaret's Church, Yatton Keynell (Maximum seating – 100-135)

4 Bells

You are welcome to arrange for a florist to provide flowers. Please contact the churchwarden Pam Rawlins at [pamela.rawlins@pra-consulting.co.uk](mailto:pamela.rawlins@pra-consulting.co.uk) to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

There is a toilet within the church

### 5) St Nicholas' Church, Biddestone (Maximum seating – 125)

2 Bells (toll)

You are welcome to arrange for a florist to provide flowers. Please contact the churchwarden to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

There is a toilet within the church

### 6) St Mary's Church, Nettleton and Burton (Maximum seating – 130)

6 Bells

You are welcome to arrange for a florist to provide flowers. Please contact the churchwarden Marje Caie, to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

There is a composting toilet in the graveyard.

## 7) St Andrew's Church, Castle Combe (Maximum Seating – 150)

0 Bells

St Andrews takes great pride in the fact that the church is open every day of the year for its own community and also for the many hundreds of visitors that come to the village and church each year. As St Andrew's is a busy church, it has a specific policy which we ask you to read carefully when planning your flowers with your florist for your wedding. This helps us when preparing the church for your wedding and avoids problems nearer the time.

### The Village and its Facilities

Please see the Castle Combe village website for full information of the facilities in Castle Combe.

<http://www.castle-combe.com>

**Accommodation and refreshments** - There are a variety of places offering accommodation and refreshments in Castle Combe and the surrounding area – please see the village website. There are no facilities at the church to offer refreshments.

**Parking** - There is no parking at church and very limited parking in the village itself, so guests will need to use the free public car park at the top of the village (well signed from the B4039). There are a couple of local transport companies who can provide minibuses to transfer guests from the car park to the church.

**Toilets** - There is a toilet within the church.

**Tourists** - The village is a popular tourist destination and you should consider this when planning for your arrival and departure from church. Weddings are public services, so anyone can come in during the service; however we would recommend that you appoint one of your ushers to advise visiting tourists that a wedding is taking place, and find an appropriate place for them during the service.

**Candles** - Please note that no candles are to be brought into church as part of the decorations for the service. There are candles in the church already, which will be lit as they are in a church service.

**Confetti** - We would ask you and your guests **not to use** any forms of confetti or rose petals in or around St Andrew's Church. Please ensure that your guests are aware of this.

**Flower Arrangements** - Your arrangements of wedding flowers may be sited in the church as follows **and you can choose** any (or all) of the positions below:-

- 1 pedestal by the step up to the choir stalls
- 1 pedestal by the pillar (opposite south door on the far side)
- Alternate pew ends (there are hooks in place)
- Two pedestals either side of the altar
- A posy on the table in the knight's chapel where the marriage register is signed
- Two arrangements on the windowsills in the south door porch
- Two arrangements outside the south door porch.

The church has flower stands which are available for you to use for wedding flowers.

The small display on the memorial pillar in the church should not be touched.

**N.B. Would you please note that wedding flower arrangements should not be removed from the church after the service with the exception of those outside the porch.**

There are some excellent local florists that we can recommend along with reasonable prices. They have detailed knowledge of St Andrew's Church. Sally Constable, the churchwarden, can provide you with their details. Please email her on [mssv@btinternet.com](mailto:mssv@btinternet.com). If, however, you are using a florist that is unfamiliar with St Andrew's, please ensure they are provided with a copy of this policy. This is very important.

We then ask you to confirm with Sally Constable, the details of your flowers and the person or florist arranging them with the date and time of installing. This helps us to plan, so that the church is ready for you.

During Church Festival periods (i.e. Christmas, Easter and Harvest) there will be special flower arrangements in the church. If your wedding is planned during these times please liaise with the churchwarden to discuss arrangements.

**Drones** - Please be aware that Castle Combe Parish Council has a No Drone policy and you are therefore not permitted to use drones to film or photograph your wedding day.

### 8) St Mary's Church, Grittleton (Maximum seating – 150)

6 Bells

You are welcome to arrange for a florist to provide flowers. Please contact Doug King, one of the churchwardens on 01249 782448 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service. Due to health and safety issues, we are sorry that we are unable to permit wedding couples or their guests to enter or leave the church through the West Door (at the end of the building). Only the main door may be used.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

There is a toilet within the church

### 9) St Mary's Church, West Kington (Maximum seating – 165)

4 Bells (chimed)

You are welcome to arrange for a florist to provide flowers. Please contact Daphne Smith, the churchwarden on 01249 782218 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could arrange their removal, except for those on the altar and the memorial vase which should be left there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

### 10) St Michael and All Angels, Kington St Michael (Maximum seating – 175-200)

6 Bells

Arrangements for gaining access to the church, apart from for the wedding ceremony itself and the rehearsal must be made through Janet Elms on 01249 750423 or a verger although the building is normally open during daylight hours.

**Inside the church - Removal or rearrangement of furniture, fittings or electrical equipment in the church is not permitted.**

**Flowers in the church** – you are welcome to arrange for a florist to provide flowers, alternatively you can liaise with our team of flower arrangers (contact Mrs Jenny Hayne on 01249 75044) who will be happy to discuss what you would like and arrange the flowers for you.

**Confetti** - Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

**Parking** - This is very limited in the immediate vicinity of the church and along the main street. (It is essential that the latter is kept clear as it is both a bus route and an access route for emergency vehicles going to the motorway.) To avoid any problems on the 'big day' may we suggest that you consider alternative arrangements for your guests.

**Bells** - You may wish to hear our church bells ringing to celebrate as you leave the building as a newly married couple. This can be arranged.

## CHOOSING YOUR CHURCH

As you will see from the above we have 10 churches within our team, all of varying sizes and with different facilities and policies and it may be that one suits your requirements better than others, even if it is not the closest to your reception venue. We would therefore encourage you to come and visit the churches before submitting your application to make sure that you are happy with what is on offer.

On occasions it may be that you are restricted by a particular date which we are unable to accommodate at your first choice of church, and we may suggest that you consider one of our other churches as an alternative.

As you can see from the map, none of the churches are far from each other and so we hope you will be able to find the perfect fit for your big day.



## MARRIAGE APPLICATION FORM

Please complete the sections appropriate in black ink and **BLOCK CAPITALS**, sign and return as directed.

<b>1) Type of service required:</b>	Marriage Service <input type="checkbox"/>	Blessing of Marriage <input type="checkbox"/>	Renewal of Vows <input type="checkbox"/>
Sections to complete	ALL	1,2 & 7	1,2 & 7
<b>Church you wish to book</b>	<input type="text"/>		<b>Preferred Date</b> <input type="text"/>
<b>Approximate expected attendance at the service.</b>	Adults <input type="text"/>	Children under 16 <input type="text"/>	

<b>2 a) GROOM'S DETAILS</b>	<b>2 b) BRIDE'S DETAILS</b>
Full name: <input type="text"/> (If it is not obvious, please highlight surname)	Full name: <input type="text"/> (If it is not obvious, please highlight surname)
Full Current Address: <input type="text"/>	Full Current Address: <input type="text"/>
At address since: <input type="text"/>	At address since: <input type="text"/>
Nationality: <input type="text"/>	Nationality: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Date of birth: <input type="text"/>	Date of birth: <input type="text"/>
Occupation or profession: <input type="text"/>	Occupation or profession: <input type="text"/>

<b>3 a) Current marital status? (underline your present status)</b> Single. Widower. Previous marriage dissolved/annulled. Surviving civil partner. Previous civil partnership dissolved/annulled.	<b>3 b) Current marital status? (underline your present status)</b> Single. Widower. Previous marriage dissolved/annulled. Surviving civil partner. Previous civil partnership dissolved/annulled.
<b>Name of your Local Parish Church (for banns)</b> <input type="text"/>	<b>Name of your Local Parish Church (for banns)</b> <input type="text"/>

<b>4) Are you related or connected in any way by marriage?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details: <input type="text"/>	<b>5) If any of your details are due to change before your wedding, please note below.</b> E.g If you are moving house, please give your new address here, including when you plan to move if known. <input type="text"/>
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<b>6 a) GROOM'S FATHER'S DETAILS</b>	<b>6 b) BRIDE'S FATHER'S DETAILS</b>
Full name: <input type="text"/> (Underline surname)	Full name: <input type="text"/> (Underline Surname)
Occupation or profession: <input type="text"/>	Occupation or profession: <input type="text"/>
Still living? Yes/No <input type="checkbox"/> (if retired, please state alongside occupation)	Still living? Yes/No <input type="checkbox"/> (if retired, please state alongside occupation)

**7) TO THE BEST OF MY BELIEF THE ANSWERS TO THE ABOVE QUESTIONS ARE CORRECT. I AGREE TO THE USE OF THE INFORMATION ON THIS FORM AS DESCRIBED BELOW\*.**

Bride ..... Dated ..... Groom ..... Dated .....

\*For the purposes of data protection law, the data controller is the Minister of the Bybrook Benefice who will use the information on this form to ensure that the legal requirements relating to the marriage are compiled with and to make arrangements for the wedding ceremony. The Minister will only share the information with those who need to see it for those purposes. Your data may be stored on behalf of the Minister, either on systems owned by the Archbishops' Council of the Church of England or other software.

After your wedding, your church would love to keep in touch with you on anniversaries and to let you know about services and events that may interest you. If you are happy for the church to keep in touch with you in this way, please tick this box:

If you would like to donate any unused damage deposit as a gift to the church following our wedding, please tick this box:

Please see "SOME IMPORTANT NOTES APPLYING TO ALL CHURCHES" section for more information.

## YOUR QUALIFYING CONNECTION WITH THE PARISH

*Please complete sections 1 and 2 and whichever questions(s) in section 3 apply*

### SECTION 1 *(Please tick relevant statement(s))*

I wish to rely on a connection with the parish by virtue of **one or more** of the following:

- I was baptised in the parish (by a Church of England service/form of baptism)
- I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish
- My parent or grandparent was married in the parish by a Church of England service
- I have had my usual place of residence in the parish for at least 6 months\*
- My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime\*
- I have habitually attended public worship at Church of England services in the parish for at least 6 months \*\*
- My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime\*\*

#### NOTES

\* *This can apply whether or not you or your parent(s) are still resident in the parish*

\*\* *This can apply whether or not you or your parent(s) are still attending worship in the parish*

**Note: In the Church of England Marriage Measure a parent means:**

- *parent of either a legitimate or an illegitimate child; or*
- *an adoptive parent (This requires legal adoption); or*
- *a person "who has undertaken the care and upbringing" of another person.*

*For a grandparent one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.*

### SECTION 2

Does any of the information on which you are relying to show your connection with the parish:

- give a name for you which is different from the one you have used on this form; or
- give the surname for any parent or grandparent of yours which is different from your surname as set out on this form?                      Yes/No

If yes, please:

- give the previous/other name(s)
- explain how the difference has arisen and
- if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name)

PLEASE NOW GO ON TO COMPLETE THE PART(S) OF SECTION 3 WHICH CORRESPOND TO THE STATEMENT(S) YOU HAVE TICKED IN SECTION 1 ABOVE.

### SECTION 3

*Please answer the questions which relate to the connection(s) you have ticked in section 1.*

*Please give exact dates, places, names etc if possible – if not, please give as much information as you can.*

*As regards what documentary or other information will be needed, please see the paragraphs in the House of Bishops' guidance on the Church of England Marriage Measure (see front page) which deal with the relevant connection with the parish. The documents you supply will be returned to you.*

*Please complete your answer on a separate piece of paper if necessary and submit it with the form.*

***My Connection is that I was baptised in the parish (by a Church of England service/form of baptism)***

When were you baptised?

Where were you baptised?

What documentary or other information do you have for this? *(Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form)*

***My connection is that I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish***

When were you confirmed?

Where were you confirmed?

Who prepared you for confirmation?

In which register is your confirmation recorded?

What documentary or other information do you have as regards the registration of your confirmation? *(Please submit any copy of an entry in the confirmation register, certificate etc or other documents with this form)*

***My connection is that my parent or grandparent was married in the parish by a Church of England service***

When and where did the marriage take place?

Please give names of the parties to the marriage, and state how the relevant party/parties are related to you.

What documentary or other information do you have for this? *(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)*

***My connection is that I have had my usual place of residence in the parish for at least 6 months - This can apply whether or not you are still resident in the parish***

Please give

- Each address at which you have been resident in the parish, and
- The dates between which that address was/has been your usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

***My connection is that my parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are still resident in the parish***

Please give:

- Each address at which a parent of yours has been resident in the parish;
- The name(s) of the parent(s) resident there; and
- The dates between which that address is/was his/her/their usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

***My connection is that I have habitually attended public worship at Church of England services in the parish for at least 6 months - This can apply whether or not you are still attending worship in the parish***

When did you begin to attend public worship habitually in the parish?

If you no longer do so, when did you cease to do so?

*Please state:*

Where you worshipped in the parish during this period;

How often/on what occasions; and

What types of services you attended.

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

***My connection is that my parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are are still attending worship in the parish***

When did your parent(s) begin to attend public worship habitually in the parish?

If that is no longer the case, when did it cease?

Please give his/her/their name(s) and his/her/their address(es) over that period

*Please state:*

Where he/she/they worshipped in the parish during that period

How often/on what occasions; and

At what types of services?

What documentary or other information do you have for the above?

*(Please submit the documents with this form)*

## NOTICE TO PERMIT USE IN CHURCH OF VIDEO RECORDING EQUIPMENT

Parish of:

Video Recording of the Wedding of:

On:

This Notice is issued by the Priest-in-Charge to give permission for recording equipment to be brought into and used inside the church for the purposes of recording the above service subject to the following conditions:

- a) A maximum of 2 cameras to be allowed in the church.
- b) Camera positions are to be fixed unless otherwise agreed with the minister leading the service.
- c) The position of the camera is in the sole discretion of the minister and must be discreet and unobtrusive, working in partnership with the photographer and not in competition.
- d) No extra lighting is permitted in the church.
- e) A current Limited Manufacture Licence from PRS for music must be produced before any equipment is brought into the church.

The attention of the videographer is drawn to the following matters:

1. The law of copyright is complex. It is most important that it is recognised that neither the Priest-in-Charge nor the Parochial Church Council has any authority to give copyright permission for the lawful reproduction or recording of any work – literary or musical – which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. Certain “blanket” arrangements have been made to facilitate the recording in church of the texts of the marriage services. Without prior application having been made to the copyright owners, copyright permission, subject to the conditions in paragraph 3, has been given for the recording on either videotape or audiotape of the following material:  
*Solemnization of Matrimony from the Book of Common Prayer/The Marriage Service from Common Worship*  
*Baptism of Infants from the Book of Common Prayer/Holy Baptism from Common Worship*  
*The Psalter in the Book of Common Prayer / The Psalter in Common Worship.*
3. The conditions on which a tape of the material specified in paragraph 2 may be made without prior application are as follows:
  - i) No rights in the recording and no copies of it shall be transferred or assigned in consideration of money or money’s worth i.e. the rights in the recording and copies shall not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
  - ii) No more than three copies of the recording shall be made.
  - iii) The recording, including an extract from it, shall not be exhibited in public.
4. The copyright owners of the material listed in paragraph 2 charge no fee for this permission.
5. These “blanket” arrangements and the permissions relating to the material specified in paragraph 2 do not extend to any part of the service other than the text of the authorised service and psalms. Thus hymns, anthems, additional prayers etc are not covered by these permissions and it is your responsibility to obtain permission for such copyright material which is included in the service. Copyright subsists in a work at least until the end of the period of 70 years from the end of the calendar year in which the originator (author, composer etc) died. Where there is doubt whether material is copyright the publisher will usually be able to assist. So far as copyright music and lyrics are concerned detailed advice of aspects of copyright is available from European Copyright Licensing Ltd, and the appropriate Licence is to be obtained from <https://prsformusic.com/licences/releasing-music-products/limited-manufacture>
6. A fee of £50 is payable to the Parochial Church Council for the Priest-in-Charge’s permission to bring into and to use recording equipment inside the church. This charge will be included on your invoice for your weddings fees.

I have read the whole of this Notice. I accept that the Priest-in-Charge has only given me permission to bring into and to use video recording equipment inside the church subject to the conditions specified above. I acknowledge that the Priest-in-Charge has not given copyright permission or authorised the recording of any material or performance which may be protected by law.

Signed.....  
 Print name.....

(Videographer)                      Date.....  
 Contact telephone number.....

