

MINISTERS WEDDING FORM (updated April 2017)

(To be completed by minister at time of meeting with couple)

Full name (man):

Full name (woman):

Address

Address

Telephone no:

Telephone no:

Mobile:

Mobile:

Email:

Email:

Location of wedding/blessing:

Date and time:

Minister:

CHECK LIST

Please ensure that the couple have already completed the initial enquiry form

Legal stuff (only if wedding)

Please complete the Banns/Marriage application form:

Dates banns will be read at St Mary's or St Peter's. The office will advise couple when banns will be read.

Banns to be read in which other churches? Remind the couple that you cannot marry them unless you have seen their banns certificate from the other church.

If couple is being married following 6 months attendance, please check that they will have attended sufficient times before the banns are read.

MUSIC

At the entry of the bride:

Hymns (2 or 3)

- 1.
- 2.
- 3.

At the exit of bride and groom:

During the signing of registers: (the organist will choose something appropriate if you have no preference)

Choir The couple needs to speak to Adrian Marple at St Mary's to talk through anthem and requests for music.

Adrian can be contacted by email at adrianmarple@btinternet.com

Has our choir been requested (on initial enquiry form)?

If yes, have they been in touch with Adrian Marple?

If no, will they be bringing their own choir?

If they are bringing their own choir, do they need us to find an organist?

Will they be using any recorded music?

Bible reading:

Second reading (if there is to be one):

Order of service: Arrange to see before it is printed – to check that you are happy with it.

Any special details (eg. Visiting minister, someone to lead intercessions etc)

Flowers: For SM, couple to contact Ruth Marple (ruthmarple@btinternet.com); For SP, contact Marie MacInnes (01284 704402).

Cost of wedding/blessing in 2017 (before other costs added on)

Wedding	SM	£456	SP	£456
Blessing (after civic ceremony)	SM	£231	SP	£231

Additional Charges

Verger (<i>if more than 10 guests attending</i>):	SM	£ 40	SP	£40
PA (<i>if more than 10 guests attending</i>):	SM	£ 40	SP	no charge (or £40 if music group)
Church Organist	SM	£100	SP	£85
Use of church organ or piano (<i>if external organist used</i>)	SM	£ 50	SP	£50
Choir (<i>St Mary's only</i>)	SM	to be arranged direct with the Director of Music		
Bellringers (<i>St Mary's only</i>)	SM	£100		

An invoice will be sent to couple from the office

Date and time of rehearsal (please make sure the church is available, and book with the office):

Give copy of this and completed banns/marriage application form to parish office at least three months before wedding.