

MINISTERS WEDDING FORM (updated Feb 2016)

(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 fill in details, tick or delete each section, as appropriate)

Please ensure that the couple have already completed the bells, choir, organist and banns 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 because one of them is on the electoral roll, has electoral roll form been completed?

MUSIC (Please complete a wedding music form with the couple)

Hymns (usually 3)

1.

2.

3.

at the entry of the bride:

at the exit of bride and groom:

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

Choir (St Mary's. We can usually offer the boys choir, at a cost of £175, during term times. The couple needs to speak to Adrian Marple at St Mary's to talk through anthem and requests for music. Adrian can be contacted on 01359 270611 or at St Mary's)

Has our choir been requested (on bells, choir and video 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?

Bible reading:

Second reading (if there is to be one):

Flowers: For SM, couple to contact Ruth Marple, 01359 270611; For SP, contact Marie MacInnes 01284 704402

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)

Cost of wedding/blessing in 2016 (before other costs added on)

Wedding	SM	£446	SP	£446
Blessing (after civic ceremony)	SM	£226	SP	£226

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
Church Organist	SM	£ 85	SP	£85
Use of church organ or piano	SM	£ 50	SP	£50

(*if external organist used*)

Choir (*St Mary's only*) SM to be arranged direct with the Director of Music

Bellringers (*St Mary's only*) SM £ 80

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, completed banns/marriage application form and completed wedding music form, to parish office at least two months before wedding.