

The United Benefice of
All Saints' Evesham
with
St Egwin's, Norton & Lenchwick



A guide to your wedding in church

2012

This booklet has been produced to provide essential and useful information required to make your wedding a truly memorable and "hassle-free" day. Further forms, etc are attached which should provide you with everything you need to know. However, should you have any further queries, please do not hesitate to contact us.

Music

Please see the booklet entitled Wedding Music which lists hymns and music suitable for use at a wedding in church. Please contact the Organist directly if there is anything not listed which you would like played at your wedding.

Organist

We will assume that you require an Organist to play at your wedding but it is important that you contact the Organist to discuss arrangements for music **at the earliest opportunity**. Unless otherwise requested the organist will play the Bridal March (Wagner) at the entrance of the bride, and the Wedding March (Mendelssohn) at the end of the service. It is usual to choose three hymns. You are of course free to choose hymns not on the list provided, as long as they are either in our hymn book or you are having printed order of service cards. You will also find attached a list of choir anthems which can be sung during the signing of the register. If you decide to have the choir present at your wedding (All Saints only), will you please telephone the organist and inform him as soon as possible.

Readings

You may decide to have one or two readings during the marriage service, one of which should be a biblical reading. Suggested readings are provided in a separate booklet. If you wish to have something not listed, please contact the officiating minister for his approval.

Rehearsal

The date for your rehearsal may have already been arranged by the officiating minister. If not, please contact us two to three months before the date of the wedding. .

Contact Information

Other Information

Service Cards

We will provide orders of service for your wedding. Alternatively, we can provide an electronic copy for you to print yourselves, but the order of the service must not be changed.

Video

Video recordings are only permitted by prior agreement. If you wish to have a video of your wedding, you must fill in the appropriate form before the wedding and secure the necessary permission concerning copyright. Two copies of the form are enclosed with this pack, together with a leaflet entitled "Capturing your wedding day on video" which has details of how to apply for a video licence.

Photographs

Please find attached a letter with instructions for the taking of photographs at a wedding service. Please ensure your photographer sees a copy of this before the wedding.

Flowers

We are not able to provide flowers in church for your wedding. However, you are free to arrange for a local florist (or friend) to put arrangements in the church. We do ask that you leave an arrangement on the altar for the Sunday service, otherwise flowers may be removed by you after the service. Pew ends (bows or flowers) may be hung from the pews (tied only; please do not use nails, tape, etc) but these must be removed. We also ask that you contact either Mrs Privett (All Saints) or Mrs Witts (St Egwin's.) to advise them of your intentions.

Bells

You can arrange to have the bells rung for your wedding. Please let the Administrator know if this is your preference and she will make the arrangements.

The Vicar

Revd Andrew Spurr
tel: 01386 442213
out of hours: 01386 446219
email: vicar@eveshamparish.com

Administrator: (for general enquiries)

Mrs Katy Tarplee
Church House
Market Place
EVESHAM
WR11 4RW

tel: 01386 442213
email: office@eveshamparish.com

Office hours: 9.30 am to 1.00 pm
Monday to Saturday (excl. Wednesdays)

Music

All Saints:
Mr Ian Chapman
tel: 01386 750635
email: chapperseck@btinternet.com

St Egwin's
Mr Ian Chapman

Flowers

All Saints
Mrs Merry Privett
tel: 01386 40275

St Egwin's
Mrs J Witts
tel: 01386 442534

Churchwardens

All Saints
Mrs L Ladbrook
tel: 01386 422497

St Egwin's
Mr A Green
tel: 01386 870068

Mr Bill Bird
tel: 01386 834319

Bellringers

All Saints
Mr Chris Povey
tel: 01386 484388
Email: cmpovey@btinternet.com

St Egwin's
Mr David Witts
tel: 01386 442534

Legalities

You will be married in Church by either Banns or Licence. The criteria will have been explained to you when you booked your wedding and you may be asked to complete a 'Qualifying Connection' form. However should you be unsure, please contact Katy in the Church Office immediately for clarification.

Qualifying Connection

Should you both live outside the Parish, you will need to speak to the Vicar or Administrator to ensure that you have a "qualifying connection" which will give you entitlement to be married in either All Saints or St Egwin's. If you have not already done so, please contact the Administrator to arrange a meeting.

Banns

Three months before the wedding you should contact the Administrator in order to arrange for your banns of marriage to be read. If you book your wedding with less than 3 months' notice, we will arrange for your banns to be read as soon as is reasonably practical. They will be read at the 10.00 am service on 3 Sundays prior to the wedding. You are not obliged to come to hear the banns read, but you may decide to do so, for you will find it helpful to come and worship in the church in which you are to be married before the day of your wedding. Please ensure should one of you not live in this parish, that you make arrangements for the banns to be called in the other appropriate parish. The other parish will issue a certificate (for which there is a charge) and you should forward this to the Church Office as soon as you receive it. We need evidence that banns have been read in order for the wedding to proceed.

Registration

Following an Anglican marriage, it is the duty of the officiating minister to register the marriage immediately in duplicate books supplied for the purpose. Entries in the marriage register books are signed by the couple, the officiating minister and two witnesses. Arrangements will be made for you to see the Administrator in the Church Office so that we have the necessary information to complete the books. The information you provide **must** be accurate.

If we have not already done so, we will ask for proof of address and to see the original copy of a birth certificate / driving licence and/or passport.

Fees

Church fees:

Service with banns: £330.50

Additional fees:

Organist's fees:

Church service	£73.00
Church service with sound recording	£109.50
Church service with video recording	£146.00

Choir fees (All Saints' only) £67.00

Bell ringers' fees (All Saints') £67.00

Bell ringers' fees (St Egwin's) £90.00

CD Player's fee £22.00

Verger £22.00

A deposit is usually taken at the time of booking. If you have not yet paid a deposit, we shall be grateful to receive £75.00 at the earliest opportunity.

The balance of all fees must be paid four weeks before the date of the wedding. We will provide you with an invoice.