

# WEDDINGS IN WOODBRIDGE

## Marriage Information Pack



### *Woodbridge Group*

St Michael & All Angels, Brinkworth

St James the Great, Dauntsey

All Saints, Garsdon

St Peter & St Paul, Great Somerford

St Giles, Lea

St John the Baptist, Little Somerford



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## **Congratulations!**

Thank you for your enquiry about a wedding service. We love doing weddings and spending time with couples as they prepare for the big day, so we are delighted that you are considering holding your ceremony in one of our churches.

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.

With every blessing on you and your plans,

*Rev Steve Wilkinson, Rev Mike Graham*

## **Marriage in the Woodbridge Group**

Woodbridge is a group ('benefice') of 6 churches east of Malmesbury, Wiltshire, with vicars Steve and Mike. Most years we have about 10 weddings in the group, mostly in the summer months, so it is important that you speak to us before finalising the booking for your reception venue to ensure that we can offer the date or time that you prefer. Obviously, we can only book wedding services if a minister will be available so please talk to us before you commit to a reception venue.

Before the marriage service, you will be invited to meet with us and with other couples. There are three parts to this.

1. We will arrange to meet with you at an early stage just so that we can start to get to know you and answer any questions that you have.
2. You will need to attend our 'Getting Ready for Marriage' day that we run in February - further details about this will be sent to you nearer the time, but the office will be able to tell you the date for the next scheduled day. This session is shared with the other couples who are getting married in the same year.
3. 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.

We need to meet both of you together at each meeting, so that you can discuss and make decisions together.

A couple of websites that will help you in your planning are [www.achurchnearyou.com](http://www.achurchnearyou.com) and [www.yourchurchwedding.org](http://www.yourchurchwedding.org). Our own website is [www.woodbridgegroup.co.uk](http://www.woodbridgegroup.co.uk)

**Who can be married here?**

We would love 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 or area, for example where you grew up and where your family has connections. As long as you can show one of the following connections to one of the churches in our group, we should be able to offer you a wedding 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).

*If you do not have one of these connections, it is possible to establish a connection by regularly attending our church services over a period of six months. For various reasons you would need to start doing this at least 8 months before the planned date of your wedding – inside this period alternative arrangements would need to be made.*

**Showing a connection with our churches**

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 attended normal church services in the parish church for a period of at least 6 months **or**

**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 attended normal church services in the parish church for a period of at least 6 months **or**

**one of your parents or grandparents:**

- was married in the parish

If you are looking to get married here by one of these links other than residency or regular church attendance, then we will need to see evidence of your connection to the parish that you would like to be married in. Please use **Appendix A, Part 2** to tell us about your connection. If you do not have an existing connection then one of you (or your parents) can establish one by attending church services here regularly over a period of at least six months.

You can check the parish relating to a particular address by visiting [www.achurchnearyou.com](http://www.achurchnearyou.com)

## **“Marriage Blessing” Services**

There may be reasons why you have not been able to be married in church, and are being married in a civil ceremony in this country or abroad. If you would like a service of “Prayers following a civil ceremony” we will initially apply the same connections criteria as above. If you do not meet these criteria, please get in touch with us to discuss your situation.

## **What can we expect from the church?**

The church takes marriage very seriously, which is why we like to spend time with you helping you to think about your marriage in the months before the service. We will seek to help you understand what promises you will be asked to make and also to think through what marriage is all about. This is to help to ensure you have put the best possible foundations in place for your marriage. We do hope that you will want to 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. If you live locally we hope that you may continue to be a part of the church community after your wedding day. We also offer groups for children and for adults to help you to grow in your Christian faith. None of this is offered by civil registrars or by wedding venues, and we think we’re very good value!

For more information on the activities taking place in or associated with our churches, please see our website [www.woodbridgegroup.co.uk](http://www.woodbridgegroup.co.uk)

## **Basic Legalities**

There are a few other important legal requirements that you need to be aware of:

- No one under the age of 16 may be married. Between 16 and 18 parental consent must be obtained. From 27 February 2023 the minimum age is raised to 18.
- There are a number of close 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)
- If either of you are EU nationals or resident in an EU country we now have a clear understanding the post-Brexit arrangements which became effective on July 1<sup>st</sup> 2021.
- We will need to be satisfied that foreign (non-EU) nationals are legally entitled to be married in the UK – we will need to refer you to our lawyers or to a civil registrar in order to fulfil the legal requirements for such marriages.

**How does nationality affect my ability to be married in the UK?**

This depends on your circumstances, as different rules apply for British, Irish & EU, and non-EU nationals. If you are

- A British Citizen
- An Irish Citizen
- An EEA National who has been granted Settled or Pre-settled status under the EU Settlement Scheme (EUSS) or those with a pending application submitted before the 30 June 2021.

then you are legally entitled to be married in the UK. A person with EUSS Settled or Pre-Settled Status can provide the required evidence of this by requesting a 'share code' on the 'view and prove your settled or pre-settled status page' on GOV.UK at: <https://www.gov.uk/view-prove-immigration-status> and giving this code to us.

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 (see our 'Connections' section). You will also need to contact the Diocesan Registrar to see if you need a Common Licence in order to get married. We can talk to you about this, but you will most likely need to talk to or meet our legal team, the Diocesan Registrar.

If one or both of you are an EU citizen without the necessary status, or a foreign national from outside the UK or EU we will need to consult our legal team in order to help you.

**What if we are British citizens living abroad / in the Armed Forces deployed overseas?**

You can get married in any church where you have a qualifying connection. You will need to apply for a Common Licence. This also includes residents of Scotland, as the banns system only applies to England and Wales! If you are in the Armed Forces this is likely to apply to you too.

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

Once you have read through the frequently asked questions, this is what needs to happen:

- 1) Please contact our office to check if the date you would like is available. They will make a provisional booking, take some contact details from you and give (or send) you this booklet, which includes a booking form (you may already of course have downloaded it!)
- 2) Complete the Wedding Booking Form (**Appendix A, Part 1**).
- 3) If your marriage is by qualifying connection rather than residency, please also complete the attached 'Connections' form and return it to us (**Appendix A, Part 2**).
  - 4) If you have been married previously, and are now divorced you need to complete the "*Marriage in Church after Divorce*" form (please see the FAQ section). You will also need to show your original *Decree Absolute* to the Minister when you meet.
  - 5) If you have been married but your previous partner has died we simply need to see their death certificate when we meet you.
- 6) Return all appropriate paperwork to our group office, along with your deposit.
- 7) Once we have received your application pack and accompanying paperwork and processed it, we will then tell you whether you can be married by the calling of banns or if you will need to apply for a common licence.
- 8) When we know who will be taking your service we will arrange our first meeting with you and the minister, so we can start to get to know you and check the legal paperwork to establish that you can marry in church. This is usually no earlier than the autumn before your wedding. (meeting 1)
- 9) Come along to the 'Getting Ready for Marriage' day (meeting 2).
- 10) Meet with your minister again to talk through the details of the service (meeting 3).
- 11) Nearer the service, we will arrange the calling of your banns which are usually required. 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 it can be quite a special occasion if you are able to attend.
- 12) If you live outside the benefice, it is your responsibility 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 receive it.
- 13) Pre-book your wedding certificate with Wiltshire Registration Service.
- 14) About 2 months before your wedding, you will be sent an invoice for the fees (see **Appendix C**). The fees need to be paid a month before your service otherwise we won't be able to hold the service.
- 15) We will arrange for you to have a rehearsal in the church, usually the evening before your wedding, to rehearse the words you will say to one another, and to work out who goes where! Please try to arrange for your best man, 'father of the bride' and chief bridesmaid to be there. It is also a good chance for the photographer and videographers to get to know the building, and for anybody who is reading, playing or singing to have a chance to practice.
- 16) The big day. We will do our best to make it as special as we can for you!



## Preparing to meet the vicar

We want to meet you at the earliest possible time, as we know that you will be anxious to know who is taking your wedding service. So, soon after we have received your paperwork we will be in touch with you to arrange a first meeting, where we will explain what happens next. This doesn't need to take longer than 30 minutes, as there is usually plenty of time to sort all the details out later.

Ideally we'd like to visit you in your home if you live within or close to our parish, but if you live further away we'll probably ask you to come to us.

Before first meeting the minister, 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 the questions that you might have. This brilliant website may answer some of them, but it can't cover everything!

Secondly, we are required to ask you both to confirm your identity, and it's easiest if we can do this check during this first meeting, as you're most likely to have the relevant documents handy when we meet you at home. Please see **Appendix D** for a list of the documents that we'll need to see. We don't need to take your documents away; we'll just check them there and then, but we will take a copy of the photographic ID and keep this on record.

**N.B.** Our minister does need to see you both - in person - with the **original** documents (photocopies/scans are not acceptable for passports/birth certificates etc, but we will accept prints or screenshots of online utility bills etc).

## Obtaining your Marriage Certificate

New arrangements for registering your marriage came into place in 2021. You will no longer be given a certificate at the ceremony. You will sign a 'Marriage Document' at the ceremony, which we submit to the civil Registrar. The Certificate of Marriage is now issued by the Wiltshire Registration Service once they have received the Marriage Document and registered your marriage on the national registration system.

Wiltshire Registration Service ask that you contact them ahead of your wedding so that you can prebook your certificates. If you do this they will issue the certificate immediately upon registering the marriage, which would be within 7 days of receiving the Marriage Document. (Whilst we have 21 days to get it to them in practice we will send it to them as soon as possible). There is a charge from Wiltshire for each certificate, and further copies can be obtained at a later date.

Wiltshire Registration Service prefer you to phone them on 03000 034 570.

If you need to leave the church with some form of proof that you have been married (for example, if you are travelling to a strict Arabic country on honeymoon) please let us know. We can provide a souvenir card that gives the relevant information.

## Some Frequently Asked Questions

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

Not quite, but you can either get married in your local parish church, or in any other church where you can demonstrate a relevant qualifying connection. The details of these are given elsewhere in this pack.

### **I'm not baptised (christened) / 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 christened, 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 us. We realise that you will be under pressure to book reception venues, florists, photographers, cars etc., but if we don't have a minister or the church available then there will be nothing to celebrate! Please speak to us to make sure that date is free 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, but can take place on any day of the week. In the periods leading up to Easter and Christmas we are a little busier than usual, so please speak to us early if you are thinking of these times of year.

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

Yes, that is possible. We don't permit guests to use their mobile phones to make recordings (although it's difficult to stop them if they are determined!) as we like them to enjoy the ceremony through their own eyes and not distract other guests. However we are happy to work with your official videographer. Certain elements of the service are copyrighted, and the music you choose to include may also be copyrighted. It is the videographer's responsibility to ensure adequate copyright permissions have been obtained for recording your ceremony. See [Appendix B](#) for more information.

### **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 provide a marriage service, we may be able to offer you a service of 'Prayers after a Civil Wedding'. You will need to complete the form "Marriage in Church after Divorce" and return it with your application.

See [www.churchofengland.org/media/1162432/leafletforenquirers.pdf](http://www.churchofengland.org/media/1162432/leafletforenquirers.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. Your banns will be read out in church in our main

morning service for three Sundays during the three months before the wedding – we will let you know when this is due to happen.

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, processes other than banns may be necessary. 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. We can advise you if you need to apply for a licence.

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

If this is the type of connection that you choose, you will need to attend worship services at any of our six churches at least once a month for 6 months (it doesn't have to be the same service or even the same church each time). As we rely on a number of ministers to cover services, you will need to take a service attendance form (**Appendix E**) 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 finally confirm it until you have attended worship for 6 months and returned the completed attendance form to our office or your officiating minister. Note that in practice you will need to start this attendance at least 8 months ahead of the wedding to allow time for banns. *As attendance is a legal requirement to build up this qualifying connection, we are unable to provide a wedding service if evidence of attendance is not provided.*

Of course, you may already have such a connection if you or your parents have attended our church over a number of years – although in such cases it's also likely that you qualify by residency anyway.

### **Who makes the Order of Service?**

If you are having a printed Order of Service you can have these professionally printed, or you can make them yourself. We have a number of examples from previous weddings that we can show you to give you an idea of the different styles that people have used. As part of the time spent meeting with the minister we will talk about how we can personalise the service to make it special for you, and we will discuss your choices of hymns and readings. Please let the minister see a copy of the proposed order of service before you have it printed – sometimes hymn lyrics downloaded from the internet might not be what you actually wanted, or the overall order isn't quite right and our professional eye can help us to avoid embarrassing problems on the day.

If you can, please bring the orders of service along to the wedding rehearsal and leave them there overnight – one less thing to forget on the day!

### **How late is 'late'?**

Our ministers, musicians and bellringers may have multiple weddings or other appointments in different churches on the same day. No weddings will be scheduled on the same day with start times **less** than two hours apart. Extreme lateness may cause us all problems.

Guests often arrive 45 minutes before the service starts, so ushers should be there early, ready to hand out Orders of Service and direct the first guests to their places. We like our grooms to be at the

church 30 minutes before the ceremony is due to start, and we prefer to have a stage managed 'late' bride, so we ask the bride to aim to be at the church 5 minutes before the official start time. This will allow time for the various parties to have photographs outside the church, with a little reserve for delays in travel, and a moment to relax before you 'arrive' in church with the traditional lateness that a beautiful bride deserves.

We do understand that if you are travelling some distance to get to church on the day you may encounter traffic problems so please build this in to your schedule for the day, and have a phone with you so that you can contact somebody who will be at the church to let us know.

## How much is this all going to cost?

The Church of England has a standard fee structure for weddings so that it is straightforward, transparent and consistent across parishes. 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 a Church of England wedding from 1<sup>st</sup> March 2023 is £505. This fee is reviewed annually in October, and is based on the increase in the Retail Price Index, but capped at a maximum of 5% increase (i.e. if inflation is higher than 5% this fee rise is limited to 5%). We'll be able to confirm the costs for next year's weddings in November. [Appendix C](#) summarises the current fees structure.

This fee includes the following:

- the cost of the minister taking your wedding
- use of the church, and lighting of it
- meeting with you during the months before the wedding
- the wedding rehearsal
- the calling of your banns (here)
- all administration
- the legal costs of the marriage ceremony itself!

Any items additional to this, whilst they may appear fairly essential elements to a wedding, are counted as 'optional extras' – organ, bells, vergers and heating - which you must request according to your requirements. We are not allowed, by law, to include these fees in a basic package, but we are allowed to determine our own fees for these items – and these costs must be reasonable.

Of these extras, we **strongly recommend** these two to all wedding couples:

- **Verger.** *If you want the church to be opened more than 15 minutes before the wedding, for things to be laid out in the right places, for you and your guests to be shown where everything is then you will need to pay for a verger, who assists the vicar in preparing the church before everybody arrives.* This is a member of the local congregation who makes sure that the church is prepared for the service and all is prepared in order that the minister can perform the service without hitches. They assist your ushers and your guests on the day and undertakes a number of other tasks to support the clergy. They will be there on the day and are paid by us for performing this essential role. They will have given up about half a day of their time for your wedding. We hope you will recognise their value in making your day run smoothly.
- **Heating.** If your wedding is between October and April and we have to turn the heating on when we would not normally do so, we ask you to cover the costs of this. Unfortunately the

heating often has to be on for several hours to make our ancient energy-inefficient buildings warm enough to use.

We hope that you agree that the overall cost of the church service and the extras that we offer is reasonable, especially compared to the cost of alternative venues and to the possible cost of the rest of the day!

We do need a **deposit of £50** which is payable at the time of submitting your Wedding Details form. This needs to be paid at the time of booking, and will be banked and deducted from your final invoice. If, for any reason, your wedding is cancelled this deposit will be returned to you.

We can accept payments by online bank transfer: please contact our office for the appropriate account details. If paying this way please send us a screenshot of the transaction.

Any cheques should be made payable to the appropriate PCC as follows:

- Brinkworth PCC
- Dauntsey PCC
- Garsdon PCC
- Great Somerford PCC
- Lea & Cleverton PCC
- Little Somerford PCC

If there are any problems in paying please let us know as soon as possible. We can also accept staged payments in advance if this is better for your financial management, but the fees must still be fully paid before the wedding.

### **Charges for a 'service after a civil wedding'**

If you are having a church ceremony following a civil marriage (which to all intents and purposes can look and feel like a full wedding) we would expect to spend the same amount of time with you preparing you for marriage. As this is not a legal ceremony we can't charge a set fee, but we ask you to make a donation to cover the costs that we incur.

The comparable part of the fee from a full wedding is £528, and charges for optional extras are fixed and still apply.

## **The Wedding Service**

Here's an outline of the wedding ceremony. We'll talk more about this when we meet, but you can start thinking about your music and readings and other ways of making your service unique to you. See [www.yourchurchwedding.org](http://www.yourchurchwedding.org) for some ideas on this.

### **The Procession**

The service usually begins with some processional music when the bride and her attendants arrive and she goes down the aisle to join the bridegroom at the front of the church. The music used may be the traditional, 'Here comes the bride' but there are other choices of music which can be equally suitable.

### **The Welcome and Introduction**

The priest will welcome the bride, the bridegroom, friends and family and a hymn is then usually sung. *(There will also be a hymn or hymns at other points in the service as well)*. The priest will introduce the service and remind everyone that they have come together in the presence of God to witness your marriage and to ask God's blessing on your future life together.

There follows a short explanation about how the Bible and the Church understand Christian Marriage as a gift from God. Everyone is reminded that you are about to start a new life as a married couple in the community and are asked to pray that you will receive strength and guidance for this new commitment that you are about to make.

### **The Declarations and the Vows**

Firstly, the congregation, and then you, are asked whether there is any reason in law why you cannot be married. This is the final check that you can lawfully marry. You are also reminded that you are making your promises before God.

In your vows you are both promising to give your whole lives to each other, just as we believe Jesus gave his life for us. Your marriage will then lay claim to be the most important thing for both of you for the rest of your lives. You will promise to be faithful to each other, to love one another totally, to honour and respect each other and be committed to one another whatever life may bring you both.

These vows are the most solemn part of the service, as in taking them you are joining yourselves for life before God and before your family and friends.

### **The Rings**

Your rings are blessed by the priest and you exchange them. This is a symbol of the promises that you have made each other on your wedding day.

### **The Blessing, Bible Reading and Prayers**

The marriage formalities are now complete *(except for the signing of the Marriage Document which comes later)*. The focus then moves towards God— the priest will ask you to kneel for a prayer of blessing. We will pray that God, through his Holy Spirit, will be with you throughout your life together and that by your lives you will show to others God's love, joy and peace.

A passage from the Bible will be read (*which you can choose beforehand*) to highlight one of the many aspects of God's love for us. You may also like an additional reading, such as a poem, at this point. The priest will then give a short address to help everyone focus on the meaning of Christian Marriage. There will follow some prayers for yourselves and your future life together. These prayers are something that all the congregation can share in together, and you may have a friend or relative who would like to lead the prayers.

### **The Signing of the Marriage Document**

The way that marriages are legally registered changed in May 2021. You are legally married at the point in the service where the vicar proclaims you married, but the formal registration is now done by the civil Registry Office afterwards.

You will be asked to sign a 'Marriage Document' (or a 'Marriage Schedule' under certain circumstances)

Your signatures will need to be witnessed by a minimum of two other people, but it is possible to include up to six witnesses. We can now include the details of mothers as well as fathers, and up to four people in total who have acted in the role of parents (e.g. birth parents + adoptive parents, or parents who have divorced and remarried)

### **The service ends**

You will now leave the church as a newly married couple, to share the joy of the day with your friends and family. But really it is only the beginning...



## Local Businesses

The following are businesses independent of the Woodbridge Group of Churches with whom we have regular contact or who have been recommended by previous couples.

### Babysitters:

*elfsitters* are a local company who have in the past provided child care facilities during wedding receptions, and have been recommended by a previous wedding couple. [www.elfsitters.co.uk](http://www.elfsitters.co.uk)

### Photographer:

Dave Black lives in Lea and would be happy to talk to you about your photography needs.

m: 07967 659769

e: [photo.daveblack@gmail.com](mailto:photo.daveblack@gmail.com)

w: [www.daveblackphotography.co.uk](http://www.daveblackphotography.co.uk)

### Reception venues:

We have good relationships with two local reception venues:

*Dauntsey Park House* is situated right next door to Dauntsey Church. If you have your wedding reception there you leave the church directly into their gardens. [www.dauntseyparkhouse.co.uk](http://www.dauntseyparkhouse.co.uk)

*Winkworth Farm* is in Lea village, a 5 minute drive from both Lea and Garsdon churches and about 10 minutes from our other churches. It is also a licensed wedding venue, and we can come along to bless your civil ceremony, but we'd much rather host the ceremony ourselves!

[www.winkworthfarm.com](http://www.winkworthfarm.com)

*Noah's Ark Vineyard* is just north of Garsdon, and is suitable for very informal small scale receptions. You would need to hire in some infrastructure. It has a large lawned area in the grounds of a vineyard. Sophie would be happy to discuss your requirements on 07913 901023.

[www.bowinthecloud.co.uk](http://www.bowinthecloud.co.uk)

## Some general notes applying to all our churches

### Flowers

You are most welcome to enhance the beauty of our churches with extra flowers to co-ordinate with the colour scheme of your weddings and we always appreciate it when you are able to leave displays behind so that others can continue to enjoy them (except in Advent and Lent when it is traditional to leave the churches bare of flowers, and we ask you to take flowers away afterwards, although bare foliage may be acceptable).

Our churches are usually decorated for Sunday services by local teams. Most of our churches have a Flower Co-ordinator who is there to provide you with advice on the availability of stands, vases etc., and acceptable practice within that church. We don't offer a floristry service however!

On occasion there will be more than one wedding in the church on your day or over the weekend, so we may suggest that you co-ordinate with another wedding party – this could mean that you are able to share the cost of flowers if you are able to work together.

### Confetti

Biodegradable confetti is most welcome as it disappears or disperses very quickly. Rose petals are particularly suitable and attractive. Please *do not* use plastic or metal items which are intended for table decorations. We ask that your guests throw confetti only within the church grounds or on the lawn at Dauntsey Park.

### Bells

Bellringers are volunteers who are usually available at weekends, less so mid-week.

### Organists, music and choirs

We have several organists who are available to play for you, or you may have a friend or relative whom you may wish to invite to play. During the signing of the legal documents organists will usually play accompanying music. Alternatively you may wish for some recorded music to be played during the service, but please do make good use of the available musicians.

If you are using one of our organists, we will put you in touch with them. Please make direct contact with them to discuss your musical requirements, and no later than 2 months before your wedding, to allow them time to practice your music.

We do not have any resident choirs, but you are welcome to arrange your own. The following have been used with great success in our churches in recent years:

**The Village Singers** (based locally in Sutton Benger). Musical Director, Rachel McCorry

website: [www.villagesingers.co.uk](http://www.villagesingers.co.uk) email: [contactus@villagesingers.co.uk](mailto:contactus@villagesingers.co.uk)

**Enceladus Chamber Choir** (based in Bath). Choral Director, Tom Whitfield

tel: 07551 006 113. website: [www.tmwmusic.co.uk](http://www.tmwmusic.co.uk) email: [whitfield.tm@gmail.com](mailto:whitfield.tm@gmail.com),

## Sound

All of our churches have sound amplification and the ability to play recorded music if required. Most have hearing loops for the hard of hearing.

## Photos and Videos

Almost everybody has a camera and camcorder on their mobile phones now, but we will ask your guests not to take photos and videos during the service, so that they can enjoy the ceremony and participate fully.

Whether you are using professionals or a friend or relative to keep the official record of your special day, we ask them to be discreet so that they do not distract you or your guests from proceedings. Please ask them to co-ordinate with the minister on the day. If you are having a video recording made please draw their attention to the need for appropriate licencing [Appendix B](#) in order to be able to record this act of worship and the music included in it.

This is what one photographer wrote on his website after a recent wedding:

*“As a wedding photographer of some years it’s fair to say you get to meet all colours, creeds and faiths in our line of duty. Last week it was not only a surprise, but a delight to meet a vicar that doesn’t have an ongoing vendetta against us photographer chaps. Not only was he happy for me to quietly shoot Megan & Jon’s ceremony but he also made sure he got a memento of his own in the form of a selfie with Jon! Upbeat, happy and genuinely pleased to welcome folk to his Church, Mr Steve should (IMO) be held as an example to the good old C of E that weddings can be enjoyed by all.”*

## Drones

Sorry, we do not permit the use of drones for photos or videos on or around our premises, even those operated by professionals. None of our sites are large enough to operate the required distance from people, and some operators have not respected our neighbours’ privacy. This is the only aspect we get a bit grumpy about!

## Social Media: #lovedoingweddings

We often use Facebook and Twitter (@sixchurches) to post pictures of our weddings and if Steve is taking your service (@woodbridgevicar) he may add you to his aforementioned collection of selfies. If you are uncomfortable with this, please tell him! If you’re happy with it, feel free to follow us or to like our Facebook page (‘Woodbridge Group of Churches’). If you set up a hashtag for your wedding guests, include it on your order of service.

## Children

We have introduced booklets for young children including activities and things to look out for, which we’ll hand out to them.

If your guests have children with them, they will start to feel that they are being a disturbance to others long before it's actually the case, and we often have people apologising for the noise when we didn't even notice anything! Where possible, we have created areas where children and their carers can go when little ones start to get restless or hungry. Not all of our churches have toilets however...

If you have children of your own already, please ensure that somebody else can be responsible for them during the service, and talk to us about finding ways that your children can be included in the service itself to make it special for them and for you as a family.

### **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. To avoid any problems, please ask 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.

### **Retiring collections**

All of our churches are kept open, cleaned and maintained by volunteers. 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 near the exit door if people are willing to support the work of the church here, helping us to serve the community for special days just like yours.

## St Michael & All Angels, Brinkworth

- If you have any questions about our floral equipment please contact Di Wakeley (tel: 01666 510542). If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.
- Bells are available here.
- The sound system can play music via CDs, Bluetooth, USB stick or devices with a 3.5mm jack
- Car parking: The pub car park opposite the church is a public car park with several spaces available, along with on-road parking down School Hill.
- If you are expecting a lot of guests Brinkworth Earl Danby's Upper School is close to the church and has playground space which can be hired for car parking at weekends and in school holidays at a cost of £100 per half day. Please liaise with the school, giving plenty of notice. This arrangement is independent of the church.

Tel: 01666 510311, e-mail: [lowerschool@brinkworthearldanbys.wilts.sch.uk](mailto:lowerschool@brinkworthearldanbys.wilts.sch.uk)

- The church can seat 150 adults in comfort, and up to 190 with extra seating
- There is a toilet behind the church with baby-changing facilities.
- We have a children's area (unsupervised) at the rear of the church with toys and books for younger children.
- There is a large step into the South door, with ramps available. Guests will usually exit via the Tower door, where there are two steps down. We are working to create level access via the currently unused North door.

### *Just married – Ralph and Nicola at Brinkworth*



## St James the Great, Dauntsey

- If you have any questions about our floral equipment please contact Caroline Jerram (tel: 01249 720340). If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.
- Bells are available here
- The sound system can play music via CDs, Bluetooth, USB stick or devices with a 3.5mm jack. There is no hearing loop unfortunately.
- Some cars can be parked on the road immediately outside the church and a field next to the church drive may be available for extra parking, subject to agricultural usage and weather conditions. Please contact Christopher Jerram, giving plenty of notice. tel: 01249 720340 e-mail: [christopher.jerram@carterjonas.co.uk](mailto:christopher.jerram@carterjonas.co.uk)
- The church can seat 200 adults in comfort, and up to 220 with extra seating
- There is no toilet in the church. We are planning to build one in the near future, but this is not guaranteed to be available in 2023.
- There is a large step into the church from the South door (ramps available). From Dauntsey Park House there is a small step into the North Porch.

Dauntsey Church is located right next door to Dauntsey Park House. If you are having your reception there we have direct access to their grounds, and your guests will be able to park there beforehand and use the toilets there.

*Lauren and Lewis, Dauntsey*





## All Saints, Garsdon

- If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.
- We have chimes instead of bells here which are skilfully played by a member of the church. Please indicate your requirements on the booking form.
- We can play CDs through the sound system here and there is a hearing loop.
- Your wedding cars may go up the drive to All Saints, but car parking here is very limited. Please contact David Briggs 01666 825996 to discuss parking options.
- The church is normally locked during the week. However, access to the church can be arranged by phoning David.
- There is an accessible toilet at the church with baby changing facilities.
- The church holds up to 145 adults. After our reconfiguration this will include some loose seating.
- There is a small step up into the building over the porch threshold, and also into the pews, beyond that it is level access to all guest areas and the toilet.

### *Amy and Karl, Garsdon*



## St Peter & St Paul, Great Somerford

- If you have any questions about our floral equipment please contact our office (01666 337100). If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.
- There are bells here.
- The sound system can play music via CDs, Bluetooth, USB stick or devices with a 3.5mm jack.
- We have access to a hardened parking area in the field opposite the church which holds about 12 cars, and a large overflow area behind it which is large enough to hold everybody. Use of the overflow area is subject to ground conditions. If that is unavailable we revert to parking on the road immediately outside the church.
- The driveway to the church is privately owned, and permission needs to be sought for its use by bridal party vehicles – this is not normally a problem. Please contact our office to advise what vehicles you are planning on using.
- The church can seat up to 180 adults - a mixture of pews and loose seating
- There is a fully accessible toilet at the back of the church with baby changing facilities and a small kitchen area where baby food can be warmed.
- This building is level access with no steps apart from a small rise up into the pews.

### *Liz and John at Great Somerford*





## St Giles, Lea & Cleverton

- If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.
- Cars can be parked on the road immediately outside the church.
- There are no bells here.
- Church capacity is 104 adults on upholstered seating. An extra 30 chairs can be added.
- Younger children and babies can be taken upstairs from where supervising adults can still see and hear the service. Babies can be fed in relative privacy in this upstairs room.
- We have a toilet in our Church Rooms across the road and space for baby changing.
- There is a modern audio-visual system here with a digital projector and screen. You might want to use this to play a slideshow of pictures of you as a couple before the service.
- This building is level access with no steps.

### *Megan and Jon at Lea*



## St. John the Baptist, Little Somerford

- If you have any questions about our floral equipment please contact Diane Beverley (tel: 01666 824182 email: [dianebeverley@btinternet.com](mailto:dianebeverley@btinternet.com) ). If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service. During Advent and Lent we do not have flowers on the Communion Table.
- There are chimes which can be rung to announce your exit from the building.
- We can arrange for recorded music to be played here – please let us know your needs in advance.
- Cars can be parked along the road outside the church.
- Church capacity is 118 adults; chairs can be added for an additional 25.
- There is a toilet in the building which is accessible (via a step) to anybody who is reasonably mobile or can walk short distances unaided.
- There is a shallow step to get into the church, and a small rise into the pews.

### *Interior – Little Somerford*



## Contacting Us

Please contact the office for administrative enquiries (e.g. your booking, payments and paperwork) and the relevant minister to discuss the details of your wedding service.

### *Rector*

Revd Steve Wilkinson

The Rectory, Frog Lane, Great Somerford SN15 5JA

Tel: (01249) 723733

e-mail: [rector@woodbridgegroup.co.uk](mailto:rector@woodbridgegroup.co.uk)



Steve met Tash in a field in Northamptonshire in 1990 and they married in 1994. They have two adult children. They have lived in Poole, Holland, Ferndown, Cambridge, Corsham and now Great Somerford.

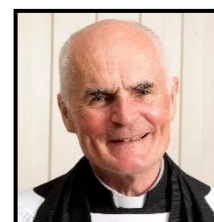
### *Associate Minister*

Rev Michael Graham,

Crosthwaite, Barnes Green, Brinkworth, SN15 5AG

Tel: 01666 510441

e-mail: [mike.graham@btinternet.com](mailto:mike.graham@btinternet.com)



Mike and Alison met over 40 years ago through leading Scripture Union children's missions and they formed an immediate bond through a shared interest in drinking tea. With two adult children and three grandchildren, they are kept busy with childminding as well as Church and village life. You may see Mike cycling around the local lanes in his spare time, attempting to keep the years at bay.

### *Group Office*

Brinkworth House, Brinkworth, SN15 5DF

Tel. (01666) 337100

e-mail: [administrator@woodbridgegroup.co.uk](mailto:administrator@woodbridgegroup.co.uk)

Maggie Topp and Christina Knowles are our Administrators.

The office is normally open to visitors and phone calls from Monday to Thursday between 10.00am and 5.00pm. Outside of these times there is an answerphone and we aim to respond to any messages as soon as we can.

### **Social media:**

**Facebook:** Like 'Woodbridge Group of Churches'

**Twitter:** Follow @woodbridgevicar, @sixchurches, or search for #lovedoingweddings

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**Appendix A - Wedding Application Form (3 pages)****Part 1 – YOUR DETAILS – Please use BLOCK CAPITALS**

<b>*Date &amp; time you want the wedding ceremony</b>		
<b>*Church</b>		
	<b>Party 1</b>	<b>Party 2</b>
<b>*Full Name (surname <u>underlined</u>)</b>		
<b>*Date of Birth</b>		
<b>*Condition<sup>1</sup></b>	Single : Widower : Previous marriage dissolved/annulled : Surviving civil partner : Prev. CP dissolved/annulled  If you have been previously married or in a civil partnership is that partner still alive YES/NO	Single : Widow : Previous marriage dissolved/annulled : Surviving civil partner : Prev. CP dissolved/annulled  If you have been previously married or in a civil partnership is that partner still alive YES/NO
<b>*Your occupation</b>		
<b>*Address at time of marriage incl. postcode</b> (can be confirmed later)		
<b>Current full address incl. postcode</b> if different from above		
<b>Phone</b> <b>Landline:</b> <b>Mobile:</b>		
<b>E-mail</b>		
<b>Name and place of your current Parish Church if outside Woodbridge – you need to organise banns here</b>		
<b>Your Nationality</b>		
<b>EU Citizens only:</b> EU pre-settled or EU settled status?	EU Pre-settled EU Settled	EU Pre-settled EU Settled

<sup>1</sup> Please note that 'Single' here means you have never been married or in a civil partnership.

**Details of your parents.** The Marriage Registration can include up to 4 people each who have been your legal parents. You can give them in any order, and you must indicate if any of these are a step-parent (i.e. are or have been married to your birth parent). The registration does not include details such as 'Mother', 'Father' but for legal reasons it does need to know 'Stepparent' You are not obliged to name anyone who you do not wish to be included.

	Party 1	Party 2
<b>Parent 1 full name,</b> <i>(underline surname, please state if deceased)</i>		
<b>Parent 1 occupation</b> <i>Please state if retired &amp; give LAST employment)</i>		
<b>Parent 2 full name,</b> <i>(underline surname, please state if deceased)</i>		
<b>Parent 2 occupation</b> <i>Please state if retired &amp; give LAST employment)</i>		
<b>Parent 3 full name,</b> <i>(underline surname, please state if deceased)</i>		
<b>Parent 3 occupation</b> <i>Please state if retired &amp; give LAST employment)</i>		
<b>Parent 4 full name,</b> <i>(underline surname, please state if deceased)</i>		
<b>Parent 4 occupation</b> <i>Please state if retired &amp; give LAST employment)</i>		

<b>Signature</b>		
<b>Date</b>		

## Part 2: YOUR CONNECTION WITH THE PARISH

*We only need to establish a connection for one of you.*

Please underline the relevant statements

I (name) ..... wish to rely on a connection with the parish of

- Brinkworth
- Dauntsey
- Garsdon
- Great Somerford
- Lea with Cleverton
- Little Somerford

by virtue of **one or more** of the following:

### *Previous ceremonies*

- I was baptised in the Church of England parish church
- I have been confirmed in the Church of England and was prepared for confirmation in this parish
- My parent or grandparent was married in the parish of by a Church of England service

### *Residency (please check this on [www.achurchnearyou.com](http://www.achurchnearyou.com))*

- 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 from ..... to ..... (*approximate dates*)

The address of myself / my parent that gives me this connection is/was:

.....

### *Attendance*

- 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

### **Data Protection**

We would like to be able to contact you about what is going on in the Woodbridge Churches, such as special services or family events. If you would prefer that we did not contact you in this way, please put a cross in this box

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## Appendix B - Video Recording Agreement

Video Recording of the Wedding on (date) .....

of (names).....

This Appendix sets out the conditions under which video recording equipment may be brought into and used inside the church for the purposes of making a professional recording of this wedding service.

- A maximum of two video cameras are to be allowed in the church
- Only fixed camera positions can be used, and these must be discreet and unobtrusive and agreed with the minister leading the service.
- No extra lighting is permitted in the church.

The videographer must ensure that they have appropriate licensing for the reproduction of any copyright music recorded in the service or other music overlaid onto the recording afterwards (see Note 1). "Blanket" arrangements have been made to facilitate the recording in church of the texts of the marriage services. Copyright permission, subject to the conditions in Note 1, has been given for the recording on either videotape or audiotape of the following material:

- *'Solemnization of Matrimony' and the Psalms from the Book of Common Prayer*
- *The Marriage Service and the Psalms from Common Worship (the modern language wedding service)*

I have read the whole of this Notice. I accept that the Rector 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 Rector has not given copyright permission or authorised the recording of any material or performance which may be protected by law.

Signed (Videographer) ..... Print name .....

Contact number ..... Date .....

Note 1: 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.

Further information is available at:

<https://uk.ccli.com/wp-content/uploads/sites/4/fact-file-weddings-and-funerals.pdf>

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**Appendix C - Wedding Fees for 2023**

BASIC PAROCHIAL FEES – ALL CHURCHES		
Marriage Service	£505	
Publication of Banns <sup>1</sup>	£34	
Banns in another parish <sup>1</sup>	(£34– Publication) (£17 - Certificate to show to us)	
OR Marriage Blessing – suggested donation <sup>2</sup>	£505	
BASICS TOTAL		
OPTIONAL EXTRAS		
Item	Cost	Yes, we would like this (tick)
Organist <sup>3</sup>	£120	
Organist special requests <sup>3</sup>	By negotiation with organist	
Bells	£120 (Great Somerford, Brinkworth, Dauntsey)	
Chimes	£30 (Garsdon, Little Somerford)	
Verger <sup>4</sup>	£50	
Heating <sup>5</sup> (Oct – Apr weddings only)	£60 (Brinkworth)  £50 (Dauntsey, Garsdon, Gt Somerford, Lea, Lt Somerford)	
EXTRAS TOTAL		
GRAND TOTAL		

**Notes on fees, relating to the table on the previous page**

<sup>1</sup> If you need to have banns called in another parish, you will have to arrange that with them and pay a publication fee and a banns certificate fee to that parish. We do not need to issue a certificate to ourselves.

<sup>2</sup> This is a service of blessing after a civil marriage ceremony and is a suggested donation based on us allocating similar time and resources to your ceremony without the legal aspects.

<sup>3</sup> The organist's basic fee covers the music played before during and after the service, and assumes these are standard pieces of music. If extra work is required – for example, purchasing music, making special arrangements of a piece of music, or rehearsing with a soloist – then an appropriate fee must be negotiated with the organist.

<sup>4</sup> Please see page 11 for an explanation of the vital role played by a vergers, who will be present at your ceremony. We appreciate it if you are able to cover the costs of this role.

<sup>5</sup> Please see page 11. It helps us if you are able to cover the costs of heating the building for your service. We won't charge you for heating from May to September.

The Basic Parochial Fees are reviewed annually by the Church of England in October, becoming effective from the following 1<sup>st</sup> January. The 'Optional Extras' fees are agreed locally by our Group Council and were last updated in December 2022, when the heating costs were revised.

**PAYMENT**

Please submit a deposit of £50, with your wedding application form. This deposit will be banked, but if your wedding is cancelled for whatever reason, we will return this deposit to you when you advise us of the cancellation.

We will invoice you for the balance of fees two months before your wedding if you have not already paid by then. The final balance must be paid not less than one month before the wedding takes place, and sent by post to:

*Group Administrator, Woodbridge Churches, Brinkworth House, Brinkworth, SN15 5DF.*

If we do not receive your payment by then we cannot conduct the service. Please talk to us if this will be a problem.

Cheques should be made payable to the appropriate Parochial Church Council i.e. "Brinkworth PCC", "Dauntsey PCC", "Garsdon PCC", "Great Somerford PCC", "Lea PCC", "Little Somerford PCC". Electronic payments can also be made – please ask for account details.

*Please tick the boxes on p31 to tell us which optional extras you want for your wedding, and keep a copy of pages 31 and 32 for your records*

**Names:** .....

**Date of Wedding** ..... **Church** .....

We enclose our deposit of £50.

Signed: ..... Dated: .....

## Appendix D - Marriage Identity Checklist



**3 documents must be seen.** One from Group 1 plus any two from Groups 1 or 2.

**N.B.** Our minister needs to see you both – in person – with the **original** documents (copies are not acceptable).

**Group 1:**

Passport  
Driving licence photo card  
Birth certificate  
EU National Identity Card  
Adoption Certificate

**Group 2:**

Bank/building society/credit card statement\*  
Utility bill\*  
Insurance certificate\*\*  
Addressed payslip\*  
National Insurance Card  
Vehicle registration document

\* Should be issued within the last 3 months.

\*\* should be issued within the last 12 months.

**APPLICANT 1: Name:**

Document 1:

Document 2:

Document 3:

**APPLICANT 2: Name:**

Document 1:

Document 2:

Document 3:

We confirm that the above documents are genuine originals, and that they confirm the identity of both applicants for marriage.

Signed ..... **(Applicant 1)**

Signed ..... **(Applicant 2)**

Signed ..... **(Document checker)**

**Date:** .....

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## Appendix E - Attendance Form



Your name.....

If you are intending to establish a connection with our churches through regular attendance over a period of at least six months you need to bring this with you and get it signed by the minister before we are able to finally confirm your wedding booking. If you cannot show us this evidence we will be unable to conduct a marriage service for you. This is a legal requirement!

The person attending to build up the connection must be the same one each time – either bride or groom, or their mother or father. Obviously others can attend with you!

You can attend any service over this period at any of our churches – it doesn't have to be the same one each time, but we do need to see attendance at least once each month over the six month period. This can include non-Sunday and seasonal services. See our website [www.woodbridgegroup.co.uk](http://www.woodbridgegroup.co.uk) for full details of our current service pattern.

<b><i>Date &amp; time of service</i></b>	<b><i>Church attended</i></b>	<b><i>Minister's name (CAPITALS)</i></b>	<b><i>Minister's signature</i></b>



**Brinkworth**



**Dauntsey**



**Garsdon**



**Great Somerford**



**Lea**



**Little Somerford**

