

## WEDDINGS AT ST PAUL'S

### LEGAL PROCEDURES AND FEES

The items listed below need your careful consideration and prompt action. Should you have any queries please telephone the Church Office on Camberley 700210.

1. **Legal Requirement**

- a) At least one of the parties must habitually reside within the parish boundaries. - that is the **ecclesiastical** parish not the civil parish (use [Parish finder, http://www.achurchnearyou.com/parishmap.php](http://www.achurchnearyou.com/parishmap.php) ( to check);

**OR**

- b) At least one of the parties must be on the electoral roll of St Paul's Church (this means 6 months habitual worship at St Paul's).
- c) In some circumstances, marriage may be conducted by Common or Special Licence. If you require information about this, please ask. A Common Licence does not alter the residential requirements.

2. **Personal Details**

Please complete the Banns of Marriage Application form and send it to the Church Office with a non-refundable deposit of £60.00 as soon as possible. It is important that all questions are answered fully.

3. **Deposit**

Please include this when returning the Banns of Marriage Application form and your booking will be confirmed. Please make cheques payable to St Paul's Church, Camberley

4. **Fees (2011) - ALL FEES REVIEWED EVERY JANUARY**

Service	£325.00
Banns	£25.00
Certificates (2)	£12.00
Verger	£60.00
Organist	£75.00
Marriage Preparation	£50.00
Heat/Light/electricity	£70.00
<b><u>Sub-total</u></b>	<b><u>£617.00</u></b>
Choir	£165.00 (optional)
Centre Booking Fee	£175.00 (optional)
Professional Video	£50.00 (optional)
Recording Licence	
<b><u>TOTAL</u></b>	<b><u>£1007.00</u></b> (including £390.00 for optional items)
Less deposit of £60.00	£

The fees (less the non-refundable deposit) should be paid to the Church Office, **two weeks before the Wedding**. (Office Hours 10.00am - 2.00pm). You will be reminded of this.

5. **Marriage Preparation**

You will be required to attend a Marriage Preparation course which will take place usually over two Saturdays. You will usually be notified of this when the Banns of Marriage Application form together with your deposit has been returned to the Church Office. During this course any queries you have will be answered.

6. **Banns**

If one or other of the parties lives in another parish, it is your responsibility to ensure the Banns are read in that parish and a certificate confirming that they have been read obtained or the Wedding cannot legally take place. This certificate must be handed in at the Church Office or (at the very latest) brought to the rehearsal. The onus of responsibility for all these arrangements lies entirely with the couple concerned.

Your Banns are normally called in St Paul's on the last Sunday of the month and the two consecutive Sundays thereafter at the 11.15am Service, **TWO** months prior to the Wedding. You are advised to hear the Banns called at least once.

7. **Order of Service**

To be discussed with a member of clergy before the arrangements are made for printing.

8. **Music**

The service normally includes three hymns, and the following are suggestions for consideration:

Lead us, heavenly Father, Lead us  
Praise my Soul, the King of Heaven  
\*The Lord's my Shepherd, I'll not want  
\*The King of Love my Shepherd is  
O perfect Love, all Love Excelling  
Now thank we all our God  
Thine for Ever, God of Love  
Praise to the Lord, the Almighty, the King of Creation

\*These hymns are paraphrases of Psalm 23, and one of them is commonly used as the second hymn.

All music must be discussed well in advance (and before any service sheet is printed) with the organist - ***details via the office*** . It is strongly recommended that well-known hymns are chosen, and the presence of the choir undoubtedly makes a big difference to the quality of the service.

9. **Flowers**  
Before making any arrangements it is essential that you contact the person who co-ordinates all the flower arrangements for the church. - *details via the office* This is because your arrangements must take into account Church Festivals and Sunday Services. The flowers co-ordinator can advise and provide telephone numbers should you not have access to your own florist or she may be available to do your flowers for you. She also needs to know in the event of you NOT requiring flowers. (Please note no flowers permitted on the chair sides along the aisle).
10. **Photography**  
The taking of photographs inside the Church must be discussed before the service. Flash is not allowed during the service. Informal video-tape recordings are possible provided no extra lighting is used and arrangements must be discussed before the service. There will be a charge of £50 00 should a professional video recordist be used. It must be pointed out that the service and many hymns are copyright and no recordings can be shown publicly without permission. A professional recordist should be advised to apply, in any case, for permission to Christian Copyright Licensing (Europe) Ltd, Chantry House, 22 Upperton Road Eastbourne, E. Sussex, BN21 1BF (Tel: 01323 417711). Amateurs making private recordings should be advised of the existence of the society from whom advice may be obtained. For the sake of the couple as well as the service, any such recordings must be very discreet and unobtrusive.
11. **Car Parking**  
Car parking can cause problems. There is quite a large car park behind the Church Hall, adjacent to the Church. No cars must be parked on any paths on the south side of the Church or the bridal car will not be able to get to the Church door! We do not have anyone available to supervise car parking and it is recommended that an usher takes on this task.

**PLEASE NOTE THAT AS A MATTER OF POLICY WE DO NOT ALLOW CONFETTI TO BE THROWN IN THE CHURCH OR CHURCH GROUNDS.**

12. **Officiating Minister**  
Your service will be taken by one of the members of staff. No guarantee can be given as to which member of the Clergy will conduct the service.