



Your Wedding

A PRACTICAL GUIDE

INTRODUCTION

Congratulations on your engagement and welcome to the parish of Oakley with Wootton, which includes both St Leonard's Church, Oakley and St Lawrence Church, Wootton St Lawrence.

These few pages contain some information which we hope you'll find useful when planning your wedding ceremony.

A 'practical guide' such as this can't possibly answer all the questions you might ask, so do get in touch if there's anything at all we can help you with.

You've probably already found books and websites offering helpful advice. The Church of England has a very useful website full of information, ideas and suggestions which we recommend to you as you begin to plan the details of your church wedding:

www.churchofengland.org/life-events/your-church-wedding



SOME LEGAL STUFF

ESTABLISHING A 'QUALIFYING CONNECTION'

If you are seeking a Church of England marriage, then one partner is required to satisfy one of the following criteria to establish what is called your 'qualifying connection' to our parish.

Is one of you ...

- resident in the parish (**or**)
- a regular worshipper at one of the parish churches (**or**)
- on the electoral roll of the parish

Or were you ...

- baptised in the parish (**or**)
- prepared for confirmation in the parish

Or have you ...

- at any time lived in the parish for a period of at least 6 months (**or**)
- at any time regularly gone to normal church services in the parish church for a period of at least 6 months

Or have your parents at any time after you were born ...

- lived in the parish for a period of at least 6 months (**or**)
- regularly gone to normal church services in the parish church for a period of at least 6 months

Or were your parents or grandparents married in the parish?

If at least one of these applies to at least one of you, then you can be married by banns in this parish. If none of these apply to you, then we will need to discuss whether it is possible for you to be married here. But don't panic! There may be other possibilities.

BANNS

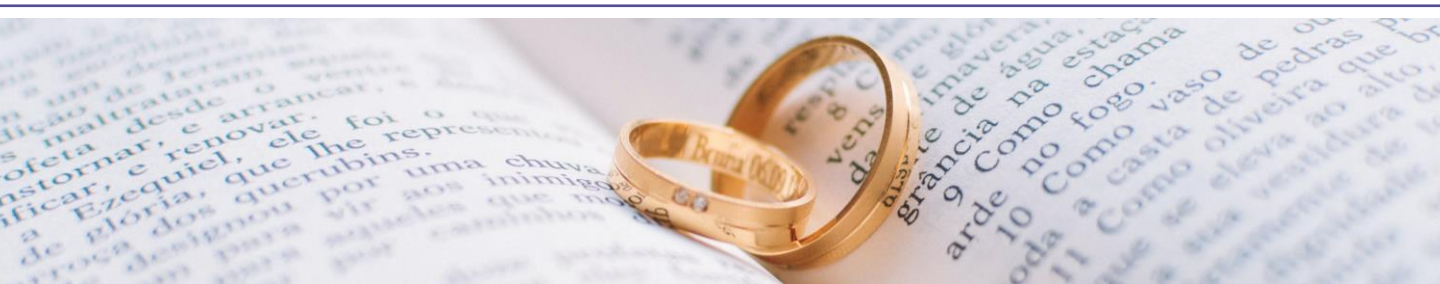
Banns of Marriage must be read for three weeks (usually consecutive) within a three-month period before the wedding.

Both of you will need to have your banns read in the parishes you live in and where you are going to be married.

If one or both of you live outside this parish, you will need to contact your local vicar to ask for your banns to be read there as well.

The banns are read during the main Sunday service.

We would love you to come along to hear your banns read. So please talk to us (and/or the other parish concerned) to make sure that your banns are read on dates that are convenient for you.



If your banns are also being read in another parish you need to collect a banns certificate which proves that they have been read out and, most importantly, that no one has objected.

You then need to bring this back to us to prove that the wedding can go ahead.

Nearer the time, we will send you a banns application form for your banns to be read here. The other church(es) involved will have their own procedures.

MARRIAGE AFTER DIVORCE

We are happy to discuss with those who are divorced and seeking the opportunity for Christian marriage.

Occasionally, a couple prefer a service of blessing after a civil marriage.

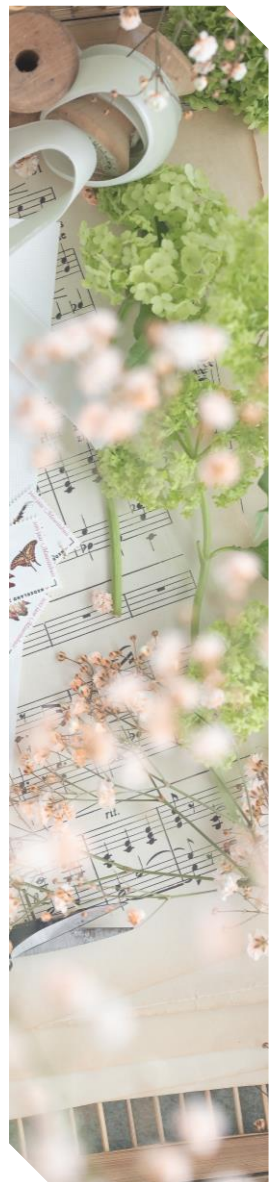
We are very happy to talk through either of these with you.

HONEYMOON & PASSPORTS

Brides may have their passport in their new name (if they are changing it) prior to the wedding.

This is also advisable if travelling to some countries!

Collect a form PD2 from the post office and bring it to the minister to sign. It is important to make sure that your passport is in the same names as your tickets and reservations and passports can take a while to be processed – so make sure you organise this well before the wedding.



HOW TO GET A MARRIAGE CERTIFICATE

An official marriage certificate is no longer issued at the time of a wedding, nor will a legal marriage register be signed during the service. However, our churches have a locally held register for the photographs!

Instead of a marriage certificate, a **'marriage document'** will be signed by the newlyweds, the officiating minister and your witnesses. This document will then be delivered to Basingstoke Register Office within a few days of your wedding. You are able to apply for a certificate after that. This process can be speeded up if you apply prior to your wedding day, so that once your marriage is registered on the main system, your certificate request will be flagged up.

The procedure for ordering a copy of your marriage certificate can be found on the Hampshire County Council website:

pay.hants.gov.uk/copycertificates/marriagecertificate



YOUR CEREMONY

MUSIC

You will need to choose music for the bride to enter to, hymns for everyone to sing together, something for the signing of the marriage document, and music for your grand exit. The number of hymns is up to you, and we are able to help with your options. We commend the useful collection of wedding hymns available on the '**Your Church Wedding**' website.

If you would like us to arrange for a musician to play during your service, please let us know as soon as possible.

READINGS

The service always includes a reading from the Bible, and you are welcome to include additional readings from other sources as well. If you would like a member of the family or a friend to get involved and do a reading during your service, that would be brilliant.

If you have any questions or would like help identifying the right reading for your service, please just ask!

FLOWERS

It is your decision as to who arranges your flowers on the day, but please contact the office to advise them on what you have decided to do. We will do all we can to help make sure that the church is looking as beautiful as possible for your special day.

VERGERS

We recommend you use the service of a verger on the day, to help with the smooth running of the service. These are regular members of our congregation who know everything – otherwise the only other person present to support your big day will be the minister conducting the service!

RINGS

You may decide to use one or two rings. There are appropriate vows for whatever you decide.

REGISTERING THE MARRIAGE

The signing of the marriage document takes place in the church toward the end of the service. After signing the legal paperwork, your photographer may want you to pose for some photographs using our local church wedding service register.

LENGTH OF YOUR SERVICE

We allow about an hour for the service which includes time for the taking of photographs outside afterwards or inside the church if it is raining.

FEES

The church fees are set nationally by the Church of England, and increase a little each year. You will be charged the fees relevant to the date of your wedding.

REHEARSAL

A wedding rehearsal will usually be held in the church a day or two before the wedding. This is a time to run through the choreography of your service in a fun and relaxed setting. It is often helpful to involve the best man, bridesmaids, page boys / flower girls, the person who will be 'giving away' the bride ... basically anyone who has a moving part during the service.

We will arrange a date and time. The fees should be paid no later than the day of your rehearsal.

ORDER OF SERVICE

OUTLINE OF YOUR WEDDING CEREMONY

How your order of service looks is obviously up to you. But it is a great help to your guests to have a clear idea of what the service is going to contain. The following is a basic template to help with your planning.

Entrance of the Bride

Entrance Music

Bridal Procession

Welcome

Greeting

Opening Prayer

First Hymn

The Preface

The Declarations

The Collect Prayer

The Marriage

The Vows

The Giving of Rings

The Proclamation

The Blessing of the Marriage

Second Hymn

Readings

Sermon/Talk

Third Hymn

Prayers for the Couple [with the Lord's Prayer]

Registration of the Marriage

Dismissal

Concluding Words

Final Blessing

Exit of the Bride & Groom

[Exit Music]

WEDDING FEES (2003)

SET FEES

Church of England fees	£505
Marriage Certificate	£11
Publication of Banns	£34
Banns Certificate	£17

OPTIONAL (BUT STRONGLY RECOMMENDED)

Vergers	£30
Heating 1st Oct-31st March	£35

OPTIONAL EXTRAS

Keyboardist	£80-125
PA	£50
Live-streaming your service	£50
Bells*	£140

**Bells fees to be paid direct to Bell Tower Captain*



USEFUL CONTACTS

CHURCH OFFICE

St Leonard's Centre, Rectory Road, Oakley RG23 7ED
e: office@oww.church | t: 01256 782724

THE RECTORY

Revd Ben Kautzer
9 The Drive, Oakley, RG23 7DA
e: ben@oww.church | t: 01256 420903

PARISH CHURCH WEBSITE

www.oakleywithwootton.org.uk

CHURCH OF ENGLAND

www.churchofengland.org
www.yourchurchwedding.org

MUSIC LICENCE INFORMATION

e: lm@prsformusic.co.uk
www.prsformusic.com

BELLRINGERS

Bell Tower Captain: Mike Hilton
e: mike.hilton@logiclink.co.uk

DATA PROTECTION STATEMENT

Your details will be stored on the church computer system, and from time to time we may contact you after the wedding. If you would prefer not to be kept in touch once the wedding has taken place, please inform the Church Office.

Most Importantly

Your wedding is one of the most meaningful days of your life. Our role is to help you relax and enjoy every single minute of it!

