



**THE BENEFICE OF WITNEY**

St Mary  
the Virgin

Holy Trinity  
Woodgreen

St John  
the Evangelist

St John  
the Baptist

St Kenelm  
Minster Lovell

Windrush  
Church

Called to be a community of mercy and kindness

# **Information Pack**

## **for a Marriage Service or**

## **Blessing of a Marriage**

## Introduction

The Benefice of Witney is six Church of England churches, some large and some small, serving the town of Witney and the villages round about.

For more information about the distinctive character of each of our churches, please visit their individual web pages:

- [St Mary the Virgin Witney](#)
- [Holy Trinity Witney](#)
- [St John the Evangelist Hailey](#)
- [Windrush Church](#)
- [St John the Baptist Curbridge](#)
- [St Kenelm's Minster Lovell](#)

Planning a wedding can be an exciting, but stressful time. This application pack should help answer the questions you may have in relation to booking a church wedding in the Witney Benefice.

If, however, you find that there is something that is not covered in the pack, please contact our Parish Office Administrator, Michelle Bailey-Wells, on 01993 779492 or email via [office@witneyparish.org.uk](mailto:office@witneyparish.org.uk)

## Application for Marriage

We would like to thank you for your enquiry about a Wedding or Marriage Blessing Service. The Church teaches that marriage is a gift from God, offered to humankind, and a way through which we may know God's grace. Marriage is a legal as well as Christian ceremony, and so there are legal requirements that determine whether or not we are able to offer you a ceremony in Church.

In marriage you begin a new life together as husband and wife. It is also hoped that as you prepare for a marriage or blessing service in Church you will feel welcomed into the family of the Church. 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. We will pray for you regularly as you embark on your plans for marriage and your future lives together.

## Marriage in the Witney Benefice

We strongly urge you to speak with us *before booking a reception venue* as first and foremost we need to check your Identification Documents, and additionally we may not be able to offer the date that you would prefer if we do not have a Priest available to take your Church ceremony.

Once your Identification Documents are checked, which includes the legal requirements regarding nationality, and if you've been married before we have established that you can marry in church, (**please refer to page 10 if you have been married previously**), we will be able to book your wedding and you will be invited to participate in marriage preparation, which is a group session that we offer twice a year (further details about this are sent out separately via email).

You can also then be in contact with the Priest taking your wedding service; this will be to ensure that you are acquainted with the teaching of the Church in relation to marriage and to talk through anything that you would like to discuss, as well as to plan your service details. It is important that both of you attend all of these meetings; if you and / or your fiancé serve in the Armed Forces, or you have to work nights or shifts, we will do our best to be flexible to accommodate your timetable.

## Who can be married here?

It is usually best for your wedding to take place in your own Parish Church, as part of your local community, and so if you are resident in one of our parishes, arrangements are usually straightforward. There are sometimes very good reasons why you may wish to be married somewhere other than your local Church, and as long as you can demonstrate one of the following connections to one of the Churches in the Witney Benefice, we may be able to offer you a wedding service or marriage blessing service. If you aren't sure where your Parish church is, you will be able to find out by looking at [www.achurchnearyou.com](http://www.achurchnearyou.com)

### Qualifying connections:

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

### **That 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 gone to normal church services in the parish church for a period of at least 6 months or

### **That one of your parents or grandparents:**

- was married in the parish

If you are looking to get married here by qualifying connection rather than residency, then we will need to see evidence of your connection to the parish that you would like to be married in. Please see *Appendix B*. If you have a qualifying connection to the parish, but for whatever reason are not able to have a wedding service (for example if one of you has had multiple divorces) we may be able to offer a marriage blessing service instead.

For **non-EU Nationals** there are particular rules which apply. You are not precluded from a marriage in the Church of England, but it is important that you refer to the Church of England website to ensure you have the latest information. Please also discuss your situation with [Rev'd Chris Dingwall-Jones](#) at your earliest convenience so that you can be advised on legalities.

There are a couple of other important legal requirements that you need to be aware of.

- No one under the age of 16 may be married
- Those under the age of 18 cannot marry without parental consent
- there is a series of relationships between people who are not permitted to marry in the Church of England (if you are not sure if you are in this category then please just ask us).
- Marriages can only take place between the hours of 8:00am and 6:00pm.

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

The Church takes marriage very seriously, which is why marriage preparation is a requirement. We will help you to understand what you are going to do and say in the ceremony and help you to think what your future life may be like as a married couple. We hope that you will come to Church so that we can welcome you, get to know you, and support you as you begin your married lives together, and if you are local that you will continue to come to church after your wedding day so that we can be there for you as a church family. We also offer a series of groups on a yearly cycle for children and for adults to help you explore or grow in faith; please ask for information about our 'Exploring Spirituality Programme', either via the Parish Office or from Rev'd Ness Brunner-Ellis (contact details above).

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

Spend time preparing properly for your marriage; it is not something to rush in to. Once you have read through the FAQs on the next page, please work through the steps below so that we can gather all the information that we need to process your application.

1. Please contact the Parish Administrator for an application pack. Once you have done so complete and return the attached application form (*Appendix A*).
2. If your marriage is by qualifying connection rather than residency, please also complete the attached qualifying connection form and return it with your application and evidence to show the connection (*Appendix B*).
3. If you have been married previously, please see the FAQ section, complete the “Marriage in Church after Divorce” form, and bring your **original Decree Absolute** to your meeting for your documents check. If for any reason you do not have this, you will need to obtain a copy of it from the Court which originally issued it. Additionally, please be aware that we will need to ask you quite a bit about your situation and previous relationship prior to being able to offer you a Church wedding.
4. Once we have received your application pack and processed it, we will invite you to have your legal documents checked. Once your ID has been checked and approved, and as long as there is no other reason why you can’t marry, we will then be in a position to confirm your booking and we will send an invoice for a non-refundable deposit. We will also confirm whether you can be married by the calling of Banns or if you will need to apply for a Common Licence or Superintendent Registrar’s Certificate.
5. Attend the group marriage preparation day which you will receive details for.
6. Contact the Priest due to take your Service. Please note that YOU need to make this contact!

Nearer the service, we will arrange the calling of your Banns (if relevant). The Banns are an announcement in Church of your intention to marry and please be aware that anyone may put forward a reason why the marriage may not lawfully take place. An objection to a marriage is very unusual - but should that happen, we will advise you and guide you through the process. When we call your Banns, we pray for you, and so it is a special occasion which we encourage all couples to attend. Please note that if you wish to be present when your Banns are read **you will need to check with us when these will take place.**

1. If you live outside of the Benefice, you will need to arrange for Banns to be called in your own Parish Church. To find your Parish Church, please refer to [www.achurchnearyou.com](http://www.achurchnearyou.com) Once they have been read in your own Parish Church, you will be given a Banns certificate (small fee required) which you will need to return to us as soon as you get it.

2. About 6 weeks before your wedding, you will be sent an invoice for the fees. **The fees must be paid a month before your Service otherwise we may not be able to marry you** on your chosen date. If you encounter any problems with finances, please let us know as soon as possible. The fees vary according to your requirements and usually increase from one year to the next, both nationally and locally. Michelle Bailey-Wells in the Parish Office has the most up to date Fees for each year (*Appendix D will give you an idea of the required fees*).
3. A day or two before your wedding you will have a rehearsal in the Church, to walk through the Service and practice the words you will say.
4. We will do our best to make your big day as special as we can for you! We do ask that you keep to the time booked as far as possible, as lateness will have an impact on our ability to conduct your ceremony.

## Meeting “the vicar!”

**Please note that it is your responsibility to contact the Priest taking your service.** Before you meet, 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 readings, hymns and music that you might like in your service. Please let the Priest see a copy of the Order of Service before you have it printed. We try to be as flexible and broad minded as possible, however, occasionally we are asked about music or poems which are deemed not so suitable and so please be prepared to discuss this with us. It is also very important that you discuss your music with your Organist as soon as you have some initial ideas; they will also be able to help and advise you. You have to have a Bible Reading and Prayers in your Church ceremony, together with the Marriage Liturgy (Vows, Declarations etc) as directed by Canon Law in the Church of England.

## Confetti, flowers, and candles

Each of the Churches in the Team may have slightly different rules regarding confetti, flowers, and candles. Please check with the Churchwarden of the Church in which you are marrying to see if what you want is permitted (names and contact details available on request from Michelle Bailey-Wells or on our website). Again, we try to be as flexible as possible to ensure your day is all that you wish for.

## Documentation

Here follows a list of the three 3 original documents for each of you which must be seen prior to us confirming your wedding in one of our Churches. We are unable to confirm your booking until these 6 pieces of documentation have been checked, so it is vitally important that this is arranged as soon as possible after you have sent in your application form.

Please note that if you are applying for a Service of Blessing of your marriage you do not need to provide these documents, but we will need to see your Certificate of Marriage prior to the Service.

One from Group 1 plus any two from Groups 1 or 2. Please do not send photocopies with your application; instead bring the originals to the first meeting with your named Priest.

### Group 1:

Passport statement\*

Driving licence (both paper and photo card)

Birth certificate

EU National Identity Card

Adoption Certificate

### Group 2:

Bank/building society/credit card

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.

## Other Frequently Asked Questions

**Can I get married in any Church of England church?** No. You can either get married in your local parish church, or in any other church where you can demonstrate a Qualifying Connection. The details of these are given earlier in this pack.

**I'm not baptised (christened) and 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 baptised, we would be very happy to talk that through with you too.

**We have a date in mind, what should we do next? Before booking any vendors or services, please contact our Administrator.** We understand you may feel the need to quickly arrange reception venues, florists, photographers, transportation, and more. However, if a Priest is not available, or if we have not verified your six pieces of identification, and if required, completed a 'Marriage after Divorce' discussion, we may not be able to confirm your service.

**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. Because churches are very busy leading

up to Easter, we don't usually offer wedding services during Lent. December can also be a very busy time for the churches and so some dates during this month may not be possible. There are some other dates that aren't possible because of prior church bookings, so please speak with Michelle Bailey-Wells.

**We would like to have a video of our wedding. Is that possible?** Yes, that is possible. You will need to sign and return the "Use of Video" form enclosed in this pack (*Appendix C*), and you will also need to apply for a Limited Manufacture Copyright Licence if your videographer doesn't already have one. We will need to see a copy of the licence before the service, and it is your responsibility to arrange this. The licence is available from <https://prsformusic.com/licences/releasing-music-products/limited-manufacture>

If you are hoping to use a drone you will need to seek permission from the church.

**Can I stream the Wedding for those who cannot attend?** St Mary's can stream a service. Please contact the office who will check if staff are available on your chosen date and will explain charges

**What does it mean to attend worship regularly for a minimum of 6 months?** If this is the qualifying connection that you choose, you will need to have attended worship at a church in the Benefice for at least once a month for 6 consecutive months. It is not possible to achieve this attendance via a Zoom service; it has to be 'in person'. As we rely on a number of Priests to cover services, you will need to take a service attendance form with you for the minister taking the service to sign; this is available from the Parish Office. This is your responsibility, and although we can pencil in your wedding date, we are unable to confirm it until you have attended worship for 6 months and returned the completed attendance form to the office. As this is a legal requirement, we are unable to provide a wedding service if evidence is not provided. You will need to have completed your attendance 3 months before your wedding to allow time for the reading of your Banns, **and so a period of 8-9 months needs to be allowed for a qualifying attendance period and then the reading of Banns.**

**Do we have to attend the church we are marrying in to gain our connection?** No. You are able to gain this connection by attending any of the churches within our group. It does not have to be the church you are marrying in.

**Do we both need to attend to gain our connection?** The legal connection needs to be with one of you only, however we feel it is important that we get to know you and you get to know us as you both immerse yourselves in the worshipping life of the community in which you are marrying, and so we do expect both of you to attend.

**What happens if one of us is a foreign national?** From summer 2021 there is new legislation regarding Foreign Nationals and so we will direct you to the Registry Office for this process. Please note that this process can take a long period of time and much depends on your personal circumstances. A Superintendent Registrar's Certificate will be required in order for you to marry in Church.



**What about if we are British citizens living abroad?** You can get married in any church where you have a Qualifying Connection. You will need to apply for a Common Licence, and we will assist you with that process.

**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 not work out. You will need to complete the form “Marriage in Church after Divorce” which we can give you, and return it to the Parish Office where it will be processed and you will be invited to a discussion about your circumstances. The Priest 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. If it is not appropriate to offer a wedding, we may be able to offer you a marriage blessing service. Please note that if you are divorced, you will need to be in possession of your Decree Absolute before we can proceed with an application for marriage.

**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 within the Parish or Benefice in which you are to be married, if that is somewhere else. You must have your Banns read out in Church for three consecutive Sundays during the three months before the wedding. Please note that if you wish to be present when your Banns are read **you will need to ask us when these will take place.**

If you are marrying by Banns you do not need to contact the Registrar. Please speak with your Priest at the ID confirmation process.

If there is not enough notice given for the Banns to be read before the marriage is due to take place, which is unusual, a Common Licence will need to be obtained, which we will assist you with. Foreign Nationals will be processed via the Registrars.

**Can we have our children baptised here in the future?** If you live in the Parish, then yes! If you live elsewhere, you will need to continue attending worship here in order to maintain a Qualifying Connection if you would like us to baptise your children in the future. Please ask to see a copy of our Baptism Policy if you are unsure of this process.

**Do we have to come to church before our wedding?** From the time your application is approved, whether you have an existing Qualifying Connection, or whether you are in the process of gaining one, until the time of your wedding, the expectation is that you will attend services so that you are a part of the worshipping community.

## SOME IMPORTANT NOTES

### 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. We largely rely on volunteers to make your special day special, and so you will see on your final invoice a request for a returnable damage deposit cheque for £100 just in case we need to bring someone in to clear up afterwards. Please can you submit this as a separate cheque to the rest of the invoice and then we don't need to bank it unless there is a problem.

If all is well, we will destroy the cheque within 14 days of your wedding day. If we need to use some of it, we will send the balance along with a receipt to show what the money was spent on. To avoid any problems, please appoint one of 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 collection

All of the churches in the Witney Benefice are historic buildings which are kept open and maintained by volunteers. We are pleased to welcome people to use our Churches, and it would be appreciated if you could mention in your Order of Service that a retiring collection plate will be available if people are willing to support the work of the Church here, keeping them open and functioning for special days just like yours. We can provide you with an appropriate wording.

### Service Arrangements

Arrangements for organists, bells, choirs, and other practicalities for your ceremony are all dealt with through the Parish Office and the Priest taking your wedding.

### CCLI Licence Details

Please check the Copyright status of hymns or songs that you are including in your Order of Service. You will in any case need to include both the copyright information for the author of the words of your chosen hymns or songs, and also the CCL licence statement, available from the Parish Office.

### Timings

**A late arrival by the bride of up to 15 minutes is acceptable; delays longer than this are problematic for the groom, guests and church. If the delay is excessive, we reserve the right to double the organist, choir, bells and vergers fees. If the delay is more than 30 minutes, the Priest may not be able to conduct your ceremony on this occasion and may have to postpone to a later date. In this event, we may not be able to refund any fees you have paid.**

The wedding service relies on many different people coming together, including the minister, organist, vergers, photographer, etc. Each of these may well have other commitments following your wedding and may not be able to commit to staying later than anticipated,

which could result in your service having to be cut short. If they are able to stay it may require an additional payment for their time. Please bear this in mind when preparing for your big day and try to keep to the time booked to avoid disappointment.

### **Ushers**

Ushers hold a vital role in ensuring the day runs smoothly. Should you choose to have Ushers, it is important that they understand the expectations of them at the Church, including guiding people to their seats and handing out Orders of Service, assisting guests and helping with the clearing up of the church after everyone has left. **Please therefore appoint your Ushers carefully!**

### **Guests**

Should the number of guests attending your wedding change by +/- 10 people from that stated on your application form, you must advise the Parish office in writing so that we can make appropriate arrangements eg seating or an additional Verger.

### **Fees for Organists**

Please note that if you choose to have your own Organist then we will need to discuss this with you. *The Organists of our Benefice are contracted to play for all weddings and funeral services. This means that contractual obligations are such that even if a couple getting married request a guest organist to play for their service, they would still be required to pay the fee to our contracted organist(s).*

### **Streaming Service**

St Mary's has a three-camera video system, allowing couples to stream their service live on YouTube for guests who cannot attend in person to watch the wedding online. The stream can be set to either public, allowing anyone to view, or private, accessible only to those with a direct link. Additionally, we can provide a copy of the service on a USB drive, making it easy to include the footage in a wedding video.

Please note:

- There is a charge of £150 to cover the cost of a streaming technician and £25 if you wish to be supplied with a USB pen or receive by internet transfer.
- YouTube may silence the video if copyright material such as music is played.
- We bring in an AV Technician to manage the stream and liaise with your wedding photographer
- We can make the stream private and for invitees only or public stream on YouTube and Zoom in on the altar or high altar in an unobtrusive manner
- Provide a high quality MP4 file to use in the creation of a wedding video. The recording can be forwarded via the internet file app WeTransfer and/or on a USB pen
- For further information or to add to your Invoice, please email [office@witneyparish.org.uk](mailto:office@witneyparish.org.uk)
- Streaming is done on a best endeavours basis

## **Marriage Certificate**

Marriage certificates are no longer issued by your Priest on the day of your wedding. Instead, the church sends your marriage document or schedule to the Registrars Office from where you can collect and pay for your certificate approximately two weeks after your wedding. Please note therefore that we are unable to issue you directly with anything to prove that you are legally married and if you are planning on travelling abroad then you may wish to organise a change of name on your passport ahead of your wedding day; we can assist you with this process.

The Registrar advises: Copies of your marriage certificate can be ordered, at a cost of £11 per copy, via the Oxfordshire County Council website (by preference):

[www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/certificates-births-deaths-and-marriages/apply-certificate](http://www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/certificates-births-deaths-and-marriages/apply-certificate) or by calling Customer Services on 0345 241 2489. Certificates will be posted to couples within 11 days of us receiving the completed schedule or marriage document

## APPENDIX A: YOUR QUALIFYING CONNECTION WITH THE PARISH

Please complete sections 1 and 2 and whichever questions(s) in section 3 apply

### SECTION 1 (Please tick relevant statement(s))

- I wish to rely on a connection with the parish by virtue of **one or more** of the following:
- I was baptised in the parish (by a Church of England service/form of baptism)
- I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish
- My parent or grandparent was married in the parish by a Church of England service
- 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\*
- 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\*\*

### NOTES

\* This can apply whether or not you or your parent(s) are still resident in the parish

\*\* This can apply whether or not you or your parent(s) are still attending worship in the parish

**Note: In the Church of England Marriage Measure a parent means:**

- parent of either a legitimate or an illegitimate child; or
- an adoptive parent (This requires legal adoption); or
- a person "who has undertaken the care and upbringing" of another person.

For a grandparent one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.

### SECTION 2

Does any of the information on which you are relying to show your connection with the parish:

- give a name for you which is different from the one you have used on this form; or
- give the surname for any parent or grandparent of yours which is different from your surname as set out on this form? Yes/No

If yes, please:

- give the previous/other name(s)
- explain how the difference has arisen and
- if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name)

PLEASE NOW GO ON TO COMPLETE THE PART(S) OF SECTION 3 WHICH CORRESPOND TO THE STATEMENT(S) YOU HAVE TICKED IN SECTION 1 ABOVE.

### **SECTION 3**

Please answer the questions which relate to the connection(s) you have ticked in section 1.

Please give exact dates, places, names etc if possible – if not, please give as much information as you can.

As regards what documentary or other information will be needed, please see the paragraphs in the House of Bishops' guidance on the Church of England Marriage Measure (see front page) which deal with the relevant connection with the parish. The documents you supply will be returned to you.

Please complete your answer on a separate piece of paper if necessary and submit it with the form.

#### **My Connection is that I was baptised in the parish (by a Church of England service/form of baptism)**

- When were you baptised?
- Where were you baptised?
- What documentary or other information do you have for this? *(Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form)*

#### **My connection is that I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish**

- When were you confirmed?
- Where were you confirmed?
- Who prepared you for confirmation?
- In which register is your confirmation recorded?
- What documentary or other information do you have as regards the registration of your confirmation? *(Please submit any copy of an entry in the confirmation register, certificate etc or other documents with this form)*

#### **My connection is that my parent or grandparent was married in the parish by a Church of England service**

- When and where did the marriage take place?

- Please give names of the parties to the marriage, and state how the relevant party/parties are related to you.
- What documentary or other information do you have for this? *(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)*

**My connection is that I have had my usual place of residence in the parish for at least 6 months - This can apply whether or not you are still resident in the parish**

Please give

- Each address at which you have been resident in the parish, and
- The dates between which that address was/has been your usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

**My connection is that my parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are still resident in the parish**

Please give:

- Each address at which a parent of yours has been resident in the parish;
- The name(s) of the parent(s) resident there; and
- The dates between which that address is/was his/her/their usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

**My connection is that I have habitually attended public worship at Church of England services in the parish for at least 6 months - This can apply whether or not you are still attending worship in the parish**

- When did you begin to attend public worship habitually in the parish?
- If you no longer do so, when did you cease to do so?

*Please state:*

- Where you worshipped in the parish during this period;
- How often/on what occasions; and
- What types of services you attended.
- What documentary or other information do you have for the above? *(Please submit the documents with this form)*

**My connection is that my parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are are still attending worship in the parish**

- When did your parent(s) begin to attend public worship habitually in the parish?
- If that is no longer the case, when did it cease?
- Please give his/her/their name(s) and his/her/their address(es) over that period
- Please state:
- Where he/she/they worshipped in the parish during that period
- How often/on what occasions; and
- At what types of services?
- What documentary or other information do you have for the above?

*(Please submit the documents with this form)*



## APPENDIX B: NOTICE TO PERMIT USE IN CHURCH OF VIDEO RECORDING EQUIPMENT FOR MARRIAGE SERVICES

Video Recording of the Wedding \_\_\_\_\_

on \_\_\_\_\_

of (names) \_\_\_\_\_

This Notice is issued by the Team Rector to give permission for recording equipment to be brought into and used inside the church for the purposes of recording the above service subject to the following conditions:

- a) Only one camera is to be allowed in the church
- b) Only a fixed camera position can be used, and this must be discreet and unobtrusive. The position of the camera is in the sole discretion of the Priest taking your ceremony.
- c) No extra lighting is permitted in the church.
- d) A current Wedding Video Recording Licence must be produced before any equipment is brought into the church.

The attention of the videographer is drawn to the following matters:

1. The law of copyright is complex. It is most important that it is recognised that neither the Team Rector nor the Parochial Church Councils have any authority to give copyright permission for the lawful reproduction or recording of any work – literary or musical – which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. Certain “blanket” arrangements have been made to facilitate the recording in church of the texts of the marriage services. Without prior application having been made to the copyright owners, copyright permission, subject to the conditions in paragraph 3, has been given for the recording on either videotape or audiotape of the following material:

Solemnization of Matrimony from the Book of Common Prayer

The Marriage Service from Common Worship

Baptism of Infants from the Book of Common Prayer

Holy Baptism from Common Worship

The Psalter in the Book of Common Prayer

The Psalter in Common Worship.

3. The conditions on which a tape of the material specified in paragraph 2 may be made without prior application are as follows:
  - i) No rights in the recording and no copies of it shall be transferred or assigned in consideration of money or money's worth i.e. the rights in the recording and copies shall not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
  - ii) No more than three copies of the recording shall be made.
  - iii) The recording, including an extract from it, shall not be exhibited in public.
4. The copyright owners of the material listed in paragraph 2 charge no fee for this permission.
5. 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. So far as copyright music and lyrics are concerned detailed advice of aspects of copyright is available from European Copyright Licensing Ltd, and the appropriate Licence is to be obtained from <https://prsformusic.com/licences/releasing-music-products/limited-manufacture>

I have read the whole of this Notice. I accept that the Team 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 Team 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 telephone number \_\_\_\_\_    Date \_\_\_\_\_

## APPENDIX C: WHAT WILL OUR WEDDING COST?

PLEASE NOTE THAT THESE FEES INCREASE EACH YEAR

The basic fee for 2024 is **£792** for a church wedding, which is set nationally, and this fee includes the following:

- the cost of the minister taking your wedding
- the Church
- marriage preparation
- the wedding rehearsal
- the calling of your Banns
- all administration
- Verger and Organist
- lighting and heating in the church

In addition to this, there are some further costs involved:

- We provide a **Verger** for your church service, who is usually a member of the local congregation and who makes sure that the church is prepared for the service, and tidied up again afterwards. They will ensure the church is open and ready for the rehearsal, assist the ushers on the day so that they know what they are doing, and undertake a number of other tasks to ensure your day runs smoothly. N.B. Where congregations are very large a second verger is sometimes required at an additional cost.
- Utilities such as heating / toilets. Guests often travel a long distance to weddings; a cloakroom is essential and even in the summer our churches usually require heating to be comfortable.
- Music: Please apply to the Parish Office to discuss the costs of an Organist, Bells (where available) and Choir (where available).
- Streaming: please let the Parish Office know if you want a service live streamed from St Mary's. Costings are outlined above

Please contact Michelle Bailey-Wells in the Parish Office for any queries about Fees.

Last updated 14 November 2024