

Weddings at St. Anne's, Bagshot



Diocese of Guildford

Notes for couples enquiring
about getting married
at St Anne's Church.



THE CHURCH
OF ENGLAND

Can we get married at St. Anne's Church?

If either of you are resident in the parish of Bagshot, you are able to be married in the church. If neither of you are residents, it may still be possible to marry at St. Anne's.

First of all, if either of you can establish a Qualifying Connection with the parish, you will be able to be married at St. Anne's. This means that one (or both) of you can show that you

- were baptised in the parish; or
- had your confirmation entered in the church register book of St. Anne's; or
- have at any time had your usual place of residence in the parish for at least 6 months; or
- have at any time habitually attended public worship at St. Anne's for at least 6 months.

A Qualifying Connection can also be claimed if any parent has, during your lifetime:

- had his or her usual place of residence in the parish for at least 6 months; or
- habitually attended public worship at St. Anne's for at least 6 months;

Finally, a Qualifying Connection can also be claimed if any parent or grandparent was married in St. Anne's Church.

If you are seeking to get married at St. Anne's by virtue of a Qualifying Connection, you will be asked to complete an extra form, detailing which Qualifying Connection you are seeking to establish.

If you are in any doubt about whether you have a Qualifying Connection with St. Anne's, please do not hesitate to discuss this matter further with the Vicar, who will be able to advise you more fully.

Please note that it is impossible to make a firm booking for a wedding until the vicar has confirmed that a Qualifying Connection has been established.

If you do not have an existing Qualifying Connection, but still wish to marry at St. Anne's, you can do so by attending Sunday services at St. Anne's at least once a month for a minimum of six months.

Please note that if you wish to establish a Qualifying Connection in this way, it is extremely important for you to attend Sunday services regularly for at least 6 months. If you fail to do so, you will not be eligible to be married at St Anne's and you may have to make other arrangements.

What if I or my partner are not British citizens?

If either of you are not British citizens, you should still be able to be married at St. Anne's. However, you will normally be asked to apply for a Common Licence. This will be issued by the Bishop of Guildford's Registry and the vicar will help you to complete the form. As part of this process you will both need to provide your passports and evidence of your address (such as a driving licence or a utility bill). In addition, the person who is not a British citizen will be asked to provide their visa or other evidence of their right to be in the UK. When you come to book the wedding, the vicar will explain this process in more detail.

What if I or my partner have been divorced?

If either (or both) of you have previously been married and divorced, it may still be possible to be married at St. Anne's. You will be asked to provide some simple information about the previous marriage(s) and then the Vicar will be able to make a decision as to whether you are able to be married at St. Anne's. All such information will be treated with the highest confidentiality.

When can we get married?

Most weddings at St Anne's take place on Saturdays, although we are usually able to accommodate requests for weddings on other days, with the exception of Sundays.

There are two Saturdays in the year when the church is normally unavailable. These are the second Saturday in July and the second Saturday in September.

Choosing music for your wedding

The marriage service is an act of worship, and in particular a time to thank God for bringing you together as a couple, and to ask Him to bless your marriage in the future

Usually two or three hymns are sung in the service:

- The opening hymn will often say something of the love of God.
- The middle hymn may be a quieter one about prayer
- The third may be a hymn of celebration.

This pattern may help you decide which hymns to have and at what stages in the service.

Usually, there are three times in the service when instrumental music is required:

- When the bride makes her entrance to the church.
- During the signing of the register.
- When the couple leave the church.

Choosing hymns and songs

These are the questions your minister or organist may want to discuss with you:

- How many hymns are you having?
- At what stage in the service will they be sung?
- Are the hymns that you want well known enough so that people will join in?
- Do the hymns say the things you want?
- Have you agreed with the organist which tunes you are having for the hymns? (Sometimes couples have been surprised when their favourite hymn is sung to a tune they weren't expecting!)

Choosing instrumental music

These are the questions your minister or organist may want to discuss with you:

- What music would you like whilst the bride comes in?
- Do you want to come in to a loud or quiet piece?
- How long does the piece have to last? (Think about how long it will take you to walk to the front of the church with bridesmaids and page boys)

- What music are you coming out to?
- How long does it need to last? (Think about whether your photographer will be taking photos of you coming out of church together. If so, you may need to think about how long your music needs to last)
- Do you want to choose the music to be played while the register is being signed?

You should contact Margaret Phillips, the church's Director of Music, by telephone (07584 166772.) or email (mags@potteries42.freeserve.co.uk), at least 6 weeks before your wedding. She will then arrange to meet you at the church to discuss your choices of music (and to offer guidance, if needed).

It is essential that this meeting takes place, and agreement is reached, before you finalise your order of service.

Suggestions for wedding hymns and music

Traditional hymns

This is a list of some traditional wedding hymns with a very brief description of each:

- All things bright and beautiful
A hymn of praise celebrating the beauty of God's creation.
- Lead us heavenly Father lead us
A prayer to God asking Him to guide us, forgive us, and to fill us with joy and peace.
- Love divine all loves excelling
A hymn offering ourselves to Jesus, asking Him to change us, and help us to live our lives in praise to Him.
- Immortal, invisible, God only wise
A hymn celebrating the glory and splendour of God.
- Now thank we all our God
A hymn of praise to God for His care of us, and a prayer for Him to look after us.
- Praise my soul the King of heaven
A hymn of praise to God thanking him for all he has done for us and for His loving nature.
- The Lord's my shepherd I'll not want
A version of Psalm 23 which is a hymn reminding us of God's care for us through good and bad times.

Other popular hymns include:

Alleluia! Sing to Jesus	Lord for the years
At the name of Jesus	Lord of all hopefulness
Be Thou my vision	Lord Jesus Christ, you have come to us
Brother, sister, let me serve you	Make me a channel of your peace
Colours of day	May the mind of Christ my Saviour
Come down O love divine	Morning has broken
Dear Lord and Father of Mankind	O for a heart to praise my God
Father hear the prayer we offer	O Jesus I have promised
Father I place into your hands	O perfect love
For the beauty of the earth	O praise ye the Lord
Give me joy in my heart	O worship the king
God is love, his the care	Praise to the Lord the Almighty
Great is thy faithfulness	The King of love my shepherd is
Jesus stand among us	Tell out my soul

Instrumental music for your wedding

There is a wide range of music available for you to use during the service. The following list is a selection of the more traditional pieces that most church organists will be able to play.

When the bride comes in to church (processional)

The Bridal march (Lohengrin)	Wagner
Trumpet Voluntary (Prince of Denmark March)	Clarke/Purcell
Trumpet Tune	Purcell
Te Deum Prelude	Charpentier
Air from the Water Music suite	Handel
Arrival of the Queen of Sheba	Handel
Hornpipe from the Water Music	Handel
Ave Maria	Bach Gounod
Minuet from the Water Music Suite	Handel

When you leave the church as a married couple (recessional)

The Wedding March	Mendelssohn
Finale from the Royal Fireworks Music	Handel
Trumpet Voluntary	Clarke
Trumpet Tune	Purcell
Hornpipe from the Water Music	Handel
Now thank we all our God	Karg-Elert
Toccata in F from Symphony No 5	Widor

When the register is being signed

Canon in D	Pachelbel
All I ask of you	Andrew Lloyd Webber
Sheep may safely graze	Bach
Jesu, joy of man's desiring	Bach
Air from the Water Music	Handel
Ave Maria	Bach Gounod
Voi Che Sapete (from the Marriage of Figaro)	Mozart
Gymnopedie No 1	Satie
Love Changes Everything	Andrew Lloyd-Webber
You raise me up	Josh Groban
Four Seasons	Vivaldi

If you want to be able to listen to the music before you make up your mind, you may find it helpful to visit the following websites:

www.pnms.co.uk/weddings/

www.weddingguideuk.com/articles/wordsmusic/hymns/hymnsforyourservice_midi.asp

www.mirabelleclassiccars.co.uk/music-index.html

www.weddingservices4u.co.uk/musicsamples.htm

Choir

Most couples find that it very helpful to have the choir of St. Anne's Church to lead the singing of the hymns. When you book your wedding, you will be asked if you want to have the choir as well.

Bells

St. Anne's bellringers would love to ring the church bells after your wedding service. If you would like to arrange for the bells to be rung, please discuss this with the Vicar, who will give you details about the costs for this.

Confetti

St. Anne's makes no restriction on the throwing of confetti in the church grounds. All we would ask is that you ensure that the confetti used is easily biodegradable (ie tissue paper, rose petals, hop petals etc).

Useful websites

In addition to the websites mentioned above, you may find helpful information about church weddings at the following websites:

www.yourchurchwedding.org

(this has a Wedding Ceremony Planner that may be of help to you)

www.cofe.anglican.org/lifeevents/weddings/

Orders of Service

Many couples now have orders of service printed for their wedding. If you decide to do this, and want to produce your own sheets rather than getting a printing company to do it for you, please discuss with the Vicar what needs to be printed on the order of service. There are some sample service sheets available, which may also help you in planning your own. It may also be possible for the church to produce orders of service for you, at a greatly reduced cost. If you would like to know more, please contact the Vicar.

***When producing your own order of service, we recommend that you follow the RNIB clear print guidelines., which can be found at:
www.rnib.org.uk/xpedio/groups/public/documents/publicwebsite/public_printdesign.hcsp***

In particular, we recommend that you ensure that the type size is at least 12 point.

If you are producing your own order of service, please ensure that it is checked by the vicar before you go to print.

If you have booked the choir, please remember to print sufficient copies of the order of service to ensure that all choir members can have a copy, as well as your guests.

Copyright

When printing the order of service, please be aware that the words to some hymns are still in copyright and that occasionally you may need to obtain specific permission to print the words of the hymn on your order of service. If the words of hymn are copyrighted, there is a specific form of wording that must be used. Once you have agreed your choice of hymns with the Director of Music, please check with her or the Vicar as to whether any of your hymns are copyrighted and if so, what action you will need to take.

What about photographs?

If you are hiring a photographer for your wedding, please ensure that they are aware of the following guidelines:

- No flash photography during the service
- The photographer must agree with the Vicar before the service the locations from where photographs will be taken.
- No photographs to be taken during the signing of the registers (although posed photographs afterwards are absolutely acceptable).

Can we have the service videoed?

If you wish to arrange for the service to be videoed, you will be asked to sign a simple agreement, outlining the conditions on which a video may be made.

In addition, following advice from the Royal School of Church Music, we are obliged to charge an additional fee for the church organist.

You are also advised to check whether you require a Wedding Video Licence. Please visit wvrl.co.uk or phone (01323) 436111.

Wedding Flowers

St Anne's Church has an experienced team who can provide floral arrangements in your chosen colours to enhance your wedding ceremony. Because they are familiar with the Church they have an understanding of what looks most effective.

The cost of one pedestal is already included in your wedding fees but additional arrangements, including pedestals, pew ends, candle rings, window sills and topiaries for the outer doors can be provided to suit your colour scheme and budget.

Please contact Yvonne Fealey (01276 472076) at least two months before your wedding to discuss your requirements.

Charges for flower arrangements:

- Additional Pedestal £65 each
- Pew ends £10 each
- Candle rings £10 each
- Topiary trees at church door £20 each
- Window arrangement £20 each

If you wish to arrange your flowers yourself then you must still contact Yvonne Fealey to liaise on what is permitted. Church pedestals and containers may be used but no drawing pins, tacks or sticking tape may be used anywhere to attach flowers to Church furniture. At least one pedestal of flowers must be left in the Church for all the Sunday services following the wedding.

Decorations in the church

If you wish to decorate the church for your wedding (ie - ribbons on the pews etc), please make note of the following guidelines:

- Please do not use nails, drawing pins, tacks or sticky tape to affix decorations to the walls or woodwork of the church.
- Please do not, beforehand, or on the day, strew petals on the floor.
- Please do not affix anything to the exterior of the church.
- If decorations are being planned by a florist, please ensure that contact details for them are given to Yvonne Fealey (01276 472076) at least two months before the wedding. We will need to contact the florist to ensure that they are fully aware of our guidelines.
- Please ensure that a written outline of any plans for decorating the church is sent to Yvonne Fealey at least one month before the wedding. If we do not receive a written outline, we regret that we will not be able to permit any decorations on the day of your wedding.
- Please contact the church office at least one week in advance to arrange a mutually convenient day and time for you to have access to the church.
- Please ensure that someone is available after the wedding to stay in the church and help the vergers to take the decorations down.
- Please ensure that all items brought into the church are removed on the day of the wedding. Anything left in the church beyond that time will be disposed of by the church.
- In the event of failure to adhere to these guidelines, St Anne's Church reserves the right to deduct from the deposit any sum required to cover the cost of cleaning and repairing the church afterwards.

Arrival of the Bride

There are many people involved in a wedding service (organist, choir, bell-ringers etc) and they frequently have commitments elsewhere afterwards. The late arrival of the Bride can therefore create great difficulties for them.

Therefore, please ensure that the Bride arrives at the church at the time agreed with the Vicar for the start of the service.

If the Bride is unavoidably delayed, please get a message to the church as soon as possible, with some indication of how long the delay may be.

If the Bride is over 20 minutes late, without an appropriate reason, the choir and bell ringers will be given the opportunity to leave.

If the Bride is over 30 minutes late, the Vicar may, at his discretion, cancel the service.

Readings

There will always be at least one reading from the Bible. In addition, you may have one other reading during the service. This may be a poem or any other suitable text. Please discuss this further with the Vicar.

Car parking

There is a very small amount of car parking spaces in the grounds of St. Anne's Church. Normally, however, there are no problems parking in the surrounding streets. We would ask, though, that you suggest to guests that, if they are parking in Church Road, they park only on the opposite side of the road to the church, and that they ensure that there is as little disruption as possible to local residents.

Marriage Preparation

Most churches like to take the opportunity of helping you to prepare for married life. At St. Anne's, we strongly encourage all couples to attend one of our Marriage Preparation days, which are usually held on Saturdays in March or April. These usually last from 10:00 until 3:00 and are a valuable chance to meet with other couples getting married at St. Anne's and to think through many issues concerning married life. These days have always proved highly popular. At the beginning of the year, you will receive an invitation to one of these days. If you are unable to attend either of the suggested dates, please let the Vicar know as soon as possible, so that other arrangements can be made.

In addition to the Marriage Preparation Day, the Vicar will also come and visit you in your home, to give you the chance to talk on a one-to-one basis about any worries or concerns you may have.

The dates for the Marriage Preparation days for 2013 and 2014 are as follows:

2013

Saturday 23rd February

Saturday 23rd March

2014

Saturday 22nd February

Saturday 29th March

Reading of Banns

It is a legal requirement that public notice must be given of your marriage. For a Church of England wedding, this is done by the reading of banns during a normal morning service on three Sundays in the period leading up to your wedding. This publicly announces your intention to marry.

Approximately 3 months before your wedding, contact the Vicar to arrange the dates for the Banns. Although you are not legally required to be in church to hear your Banns being read, most couples like to attend for at least one of the services, and we would love to see you there.

Important: *If either of you lives in another parish, you must also arrange for the Banns to be read in that parish church as well. After this has been done, you will be given a Banns Certificate which must be given to the Vicar before the marriage can go ahead. The other parish will charge you a fee for calling the Banns and issuing the certificate.*

Rehearsal

Approximately three weeks before the wedding, the priest who will be conducting the service will contact you to arrange a time for a short rehearsal. This will normally take place in the week before the wedding, and takes about 45 minutes. Parents, the best man, bridesmaids and ushers are all welcome to attend the rehearsal.

Witnesses

You will need to choose two people to be your official wedding witnesses. They will sign the marriage certificate and the registers. The bride and groom should personally know each wedding witness, and it is typical for the witnesses to be members of the wedding party although this is not essential. Each wedding witness should be old enough to properly fulfil their duty on the day. Usually this will mean that they need to be over 18, so be sure to check first if you plan to enlist the help of a child.

There is no right or wrong way to choose the witnesses for your marriage certificate – it is very much a matter of personal preference. However, there are a couple of commonly used options. First of all, you could choose the Best Man and Chief Bridesmaid (or Maid of Honour). Alternatively, it is also common for a parent from each family to act as a witness. At the end of the day, though, you can choose whoever you want. All that is required is that they were in the church to hear you make your vows to one another.

Facebook

We have set up a Facebook page, entitled “Weddings at St Anne’s, Bagshot”.

Please use this page to keep in contact with other couples, to share photos of your wedding day and to let others know how things went.

Wedding Fees

When you book your wedding you will be given an approximate figure for the fees and expenses for your wedding, including such optional extras as the fees for the bell ringers and the choir. Please be aware that the fees are always amended at the start of each new year, and so a final figure will not be available until the January of the year in which you are getting married.

You are asked to pay a deposit of £100 at the time of booking. If the wedding is cancelled, your deposit will be returned, unless the cancellation happens within one month of the date of the wedding. Please note that your wedding is not firmly booked until this deposit has been paid.

The full amount for the wedding must be paid at least one month before the wedding.

The booking deposit and the balance should be paid by cheque, made payable to *St. Anne’s Parochial Church Council*. Cheques should be given to the Vicar or delivered to the Church Office. Please ensure that all cheques are clearly marked with your names and the date of the wedding.

*We wish you every blessing as you prepare for your wedding day
and your life together afterwards.
Please feel free to contact the Vicar if there are any questions you might have.*

Checklist

Three months before wedding

*Arrange the reading of the banns
Ensure that the church has the details of your
florist*

Two months before wedding

*Discuss hymns and music with organist
Finalise flower arrangements and church
decorations
Finalise service sheet*

One month before wedding

*Pay fee
Arrange rehearsal*

Vicar - Rev David Chillman

*43 Church Road,
Bagshot
Surrey GU19 5EQ
01276 - 473348
vicar@saintannebagshot.org.uk*

Church Office

*45 Church Road,
Bagshot
Surrey GU19 5EQ
01276 - 850576*