

# Getting Married

in  
the Parish of  
Harpenden



A guide prepared for you  
from the churches of  
All Saints', St Mary's  
and St Nicholas'



**CONGRATULATIONS ON YOUR ENGAGEMENT!  
WE ARE DELIGHTED YOU HAVE CHOSEN TO BE MARRIED IN CHURCH  
& IN THE PARISH OF HARPENDEN!**

**LET'S BEGIN WITH A PRAYER**

**Lord God, we pray for ourselves, soon to be married;  
May our joys and hopes be realised.  
Be with us as we make our plans.  
Give us patience and understanding when things are difficult.  
In our growing love for each other  
May we come to know you as the source of all love,  
and may your presence and peace abide in our home. Amen.**

This Wedding Guide aims to answer many of the questions that you may have as you prepare for your marriage service.

The Guide includes the paperwork you will need to complete and return.

No-one likes paperwork, but please read through all the pack carefully. Really important bits are coloured **red**.

**It is vitally important that you ensure that you meet and prove the legal criteria within required deadlines so that you can be lawfully married in the Parish of Harpenden. In law this is the couple's responsibility and we cannot do this for you.**

Suggestions for music and readings, how to organise flowers and where to throw confetti are all included in this guide.

We hope you find it useful and an easy guide to use! You are free to download or print your own copy.

If you have any questions, or simply want to talk to someone on the subject, please contact the Parish Office –contact details are at the back of this pack. You may also like to look at [www.yourchurchwedding.org](http://www.yourchurchwedding.org) for more information.

On the first page of the guide is a handy timeline of the process leading up to and beyond your Wedding Day.

## WEDDING TIMELINE

AT ANY TIME Consult this guide online via our website [www.parishofharpenden.org](http://www.parishofharpenden.org)  
Telephone or call into the Parish Office to book your wedding day.

If you haven't already, download this Wedding Pack and complete paperwork that applies to you, which you will find in this pack.

**Return your completed booking form with £100 deposit to confirm the booking to the Parish office. Call in to the Parish office with your passports.**

NOT LATER THAN 6 MONTHS BEFORE YOUR WEDDING DAY

You must confirm your date and time for the ceremony with the Parish Office. We will contact you to arrange your Marriage preparation session

AROUND 3 MONTHS BEFORE YOUR WEDDING DAY

**You should apply for a Common Licence (if this applies to you).**

**You must apply for Banns to be read in the parish of residence-where each of you lives-if you do not both live in the Parish of Harpenden.**

**You cannot be married unless Banns have previously been called/read out in both the parishes where you live and the parish where you intend to be married (if this applies to you). A certificate must be provided stating Banns have been called/read out before your wedding day.**

**You both attend a Marriage Preparation Session (this can be more or less than 3 months)**

IN THE 2 MONTHS BEFORE YOUR WEDDING DAY

Your Banns/Notice of Intention to Marry under Common Licence will be read out in church on three consecutive Sundays at the main service of the relevant church in this Parish.

Contact the relevant Church Flower Group, if you are using them, to order your wedding day flowers for the church. You must notify St Nicholas Flower Group of all arrangements you have made with a florist to supply flowers to St Nicholas Church for your wedding day.

**Pay for any floral displays ordered via St Nicholas Flower Group for St Nicholas Church only.**

After your Marriage Preparation session, contact and visit the Clergy person who will be officiating at your wedding. Contact the office if you are unsure which member of the clergy team this will be.

Fill out the Wedding Music form and contact the parish Director of Music.

Apply for Permission to Video- send the application form to the parish office.

4 WEEKS BEFORE YOUR WEDDING DAY

**Pay all fees due to the Parish. You will receive an invoice.**

2/3 DAYS BEFORE YOUR WEDDING

**Attend your wedding rehearsal in church.**

YOUR WEDDING DAY Enjoy!

## GETTING MARRIED IN THE PARISH OF HARPENDEN

You are most welcome to be married in this parish, at one of our three churches if

- one of you lives in the parish.
- one of you is entered on the church's electoral roll.

You can also marry in this parish if you can claim and prove what is known as a '**qualifying connection**' to the parish. These are any one of the following:

- one of you was baptised or prepared for confirmation in the parish;
- one of you has ever lived in the parish for six months or more;
- one of you has at any time regularly attended public worship in the parish for six months or more;
- one of your parents has lived in the parish for six months or more in their child's lifetime;
- one of your parents has regularly attended public worship there for six months or more in your lifetime;
- one of your parents or grandparents were married in the parish.

Basically if you do not live in the parish at the time of application to marry here you need to fill in the Marriage Measure 2008 Qualifying Connection form in all cases. This form is the reverse of the Application to be married form.

In exceptional circumstances it is possible for couples for whom none of the above apply, to be married in one of the churches of the Parish of Harpenden, but this requires a Licence. (See below). **If this applies to you, please contact the Parish Office before you book the church or reception venue.**

If you want to be married in the Parish of Harpenden, but are unsure about whether you qualify or what criterion you need to meet, please contact the Parish office in the first instance and they will advise you or put you in touch with someone who can help talk through the requirements. We are here to support you and will endeavour to make it possible for you to be married in the Parish of Harpenden whenever we can. It is only on extremely rare occasions and for legal reasons that we are unable to assist.

The Parish of Harpenden has three churches: St Mary's (Kinsbourne Green), All Saints (Batford) and St Nicholas (Central Harpenden). <sup>1</sup> You may be married in whichever of the three churches in the parish you live near or have a connection with or feel closest to.

## BOOKING YOUR WEDDING

You may book your wedding at any time.

- Your Wedding Booking Form can be found at the back of this guide.
- To make a booking for a provisional wedding date at any of the three churches you should contact the Parish Office. (Opening hours & contact details in this pack)<sup>2</sup>
- To confirm the booking you need to return the booking form and pay a deposit of £100.
- Each of you will need to attend the Parish Office with your passports to establish identity. This is a legal requirement under the 2015 Immigration Act.
- Whilst you can book at any time, **you** must confirm the booking. **We will not send you any reminder.**
- **We will ask you to pay all wedding fees no later than one month before your wedding day.**

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<sup>1</sup> The Parish of St John the Baptist Harpenden is a separate Church of England Parish

<sup>2</sup> In exceptional circumstances only a provisional booking may be made on your behalf by a parent or close relative.

## **BANNS OF MARRIAGE** (not required for a Marriage Blessing)

From medieval times it became law for two people to announce their intention of getting married on three successive weeks in a public place. This would give anyone the chance to 'ban' the wedding if they knew, for example, that the couple were close relatives or if one of them was already married to someone else!

It is still law that Banns must be read out or called in church (a public place!) if a church wedding is being planned. Your wedding cannot take place until notice of your intention has been given by calling your Banns. (There is an alternative, but this involves a common or special licence - see below).

- Banns must be called in the parishes where you each reside (and where you intend to be married if this is not where either of you reside). We ensure that they are called in the parish of Harpenden. **If one of you lives outside the Parish of Harpenden, it is up to you to arrange for Banns to be called in the Anglican (Church of England) Church of the other parish(es). Please book this early in your planning with the Parish Priest(s) in the other parishes.**
- After the three callings of the Banns, obtain a Certificate from the Parish Priest(s) confirming the Banns have been called. **Be aware you cannot be lawfully married unless these have been called in all relevant parishes.** You need to bring this certificate to us, at least a week before the ceremony.

### **Yours Banns will be called two months before your wedding day.**

- The law requires that your banns be called at the principle and most well-attended Sunday Service at St Nicholas, St Mary's or All Saints'.
- Therefore, at St Nicholas Church, Banns are called during the 9.30am Eucharist Service, at St Mary's Church at 9.30am Sung Eucharist and at All Saints Church during both the 9.00am Communion and 10.30am Worship Services, on three consecutive Sundays.
- If you are a regular attendee at a church service other than the principle service, your Banns *may* be called there also.

We will endeavour to give you the dates when this is happening so that you can attend that Sunday. If you do not hear from us, give the parish office a call to find out the date.

You and your family are strongly encouraged to come and hear your banns being called. Although this is not a legal requirement, it gives you the chance to know that your local Church is supporting you at this important time in your life, and praying God's blessing on your forthcoming marriage.

## **COMMON LICENCE**

If either you or your partner **do not hold a British passport and/or do not live in the UK, you will be required to obtain a Common Licence** in order to be married in one of the Parish of Harpenden's three churches.

- First of all ask to check with a member of the clergy if you qualify for such a licence.
- A common licence applies even if you have lived in the UK for several years.
- The Church of England has Registrars who may delegate to clergy experts the power to issue Common Licences for marriage where the presenting circumstances are straightforward. We can advise and supply contact details for these clergy.
- You will have to make an appointment to see the Surrogate nearest to this Parish.
- The Common Licence can only be applied for 3 months prior to the Wedding.
- The Surrogate will confirm the cost.

He/she will require:

1. to have sight of the your passports.
2. a completed Marriage Measure 2008 Form and the documentary evidence of a Qualifying Connection claimed to marry in St Nicholas Parish, Harpenden.
3. a confirmatory letter from any embassy of the applicant confirming his/her status.
4. evidence of a current address, such as a utility bill or bank statement.
5. you to be aware that if any document is in a foreign language, you will be required to produce a certified translation into English of the document.

Your 'Intention to Marry by Common Licence' is publicly announced at the principle and most well attended Sunday Service in the parish on three consecutive Sundays. We can tell you the dates when this will happen and you are warmly invited to come to those services.

## **APPLICATION FOR AN ARCHBISHOP'S LICENCE OR SPECIAL LICENCE**

An Archbishop's or Special Licence is discretionary.

It is very rarely required or granted other than in the most exceptional circumstances, usually for a marriage to take place outside of the normal conditions of time, place or location under the law. An example might possibly in the event of severe illness or in a school chapel.

In the first instance consult with a member of the clergy in this parish and **only after** such consultation, please apply for an application form for an Archbishop's Licence to:-

The Faculty Office of the Archbishop of Canterbury,  
1 The Sanctuary, Westminster, London SW1P 3JT  
Tel: 0207 2225 381

Email: [faculty.office@1thesanctuary.com](mailto:faculty.office@1thesanctuary.com)

- you will need to make another appointment with the clergy person officiating at your wedding ceremony as both you and the clergy person will fill in the form.
- you may be asked to supply other supporting documentation.
- you will have to visit the Faculty Office or as directed to swear an affidavit.
- the Registrar will advise of the cost. Administration fees are charged by this parish also.
- be aware that the application and granting of this licence takes longer (up to 2/3 months) than other licences and Banns.
- **Please also visit the website: <http://www.facultyoffice.org.uk/special-licences>**

## **RE MARRIAGE AFTER DIVORCE IN THE PARISH OF HARPENDEN**

If you, or your future husband or wife, have a partner alive from a previous marriage, you have two options for a wedding ceremony in any of the three churches in this Parish.

### **Option 1: Service of Prayer and Dedication after a Civil Marriage.**

This ceremony is commonly known as a 'Blessing'.

It has been offered in the past to couples in your position.

The service can be booked with the Parish Office in the normal way.

There can be hymns and choir as at a wedding ceremony and for many couples this blessing ceremony provides a very helpful way to ask God to bless their marriage.

### **Option 2: Marriage Service in Church**

The Parish of Harpenden is willing to consider remarriage in church in certain circumstances. This requires careful consideration and involves a procedure that may take some time.

The clergy will need to meet with you and discuss your desire to be married in church.

At various stages they may decide this Option 2 is not appropriate for you. The final decision rests with the clergy person, in consultation with the Bishop.

We do not accept bookings for weddings where these circumstances apply until this process is complete. Please do contact us before you make any firm bookings for your wedding/reception.

All Saints District: 01582 713007

St Mary's District: The Revd Sally Goodson – 01582 966068

St Nicholas District: The Revd Canon Dr. Dennis Stamps – 01582 712202

## MARRIAGE PREPARATION

The Church of England takes the significance of your marriage very seriously. Along with all the other aspects of planning your wedding day, there is a good degree of preparation involved. **You will be asked to attend:**

- **a Marriage Preparation Session**
- **a meeting with one of the clergy**
- **a Wedding Rehearsal.**

### MARRIAGE PREPARATION SESSION<sup>3</sup>

- The session takes place on a Saturday morning in St Nicholas Church Hall from 10.30am for up to two hours and ends with a visit to St Nicholas Church.
- The session covers the Christian understanding of Marriage, reflections on married life including its joys and its challenges, making sure your legal preliminaries and administration for your wedding are proceeding.
- You are assured the session is entirely and strictly confidential.
- Both of you should attend the session which is designed to be friendly and relaxed.

There will be plenty of opportunity to ask questions!

### MEETING WITH ONE OF THE CLERGY

After attending your marriage preparation session you can contact the clergy person who is conducting your marriage to arrange a meeting.

During this meeting you will discuss;

- the main principles of Christian marriage.
- the wedding ceremony planning, including choices of hymns and a bible reading and other readings.
- booking a date for the Wedding rehearsal together.

There will be plenty of opportunity to ask questions!

### REHEARSAL

- The Rehearsal usually takes place during the week preceding your wedding in the relevant church.
- It is helpful if the Best Man, the Bridesmaid(s) and the Father of the Bride (or whoever is 'giving the Bride away') can be there with you.
- By this time you will have confirmed to the Parish office details to be entered into the Marriage Registers including the two Witnesses.
- **If you have not already delivered these to the Parish office, bring your Certificate(s) of calling of Banns from other Parish(es) to confirm your Banns/ Notice of intention to marry have been legally called.**
- Bring along a copy or two of your Order of Service.

The Rehearsal is a valuable time to practise actions and words of the service and get used to the building. There will be plenty of time to ask questions!

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<sup>3</sup> Marriage preparation sessions are not Bible or theological study

## **DIRECTIONS FOR PUTTING TOGETHER THE ORDER OF SERVICE FOR YOUR WEDDING CEREMONY**

There is no generic, standard Marriage Service booklet at any of our churches. The great majority of couples choose to organize and print their own personal Order of Service.

Please talk the details through with the clergy person who will be officiating at your wedding ceremony when you meet with them. Later, show/email to her/him a proof copy before printing. Please allow at least 15 copies for clergy, organist, vergers and choir who will all need copies.

Many parts of the Service are fixed because they are required by law. In order that the marriage is legally binding and lawfully conducted, those parts may not be changed in any way. However there is scope for personal choices with music, readings etc. The service should generally be in this order:

### **General Order of the Marriage Service**

- Music for the entry of the bride
- Hymn
- The Declarations
- Reading(s) one of which is from the Bible
- Address (arrange with the officiant)
- Hymn
- The Marriage
- The Prayers
- The Registration of the Marriage
- Hymn
- The Blessing
- Music

You may like to include this 'Pastoral Introduction' about marriage in your Order of Service. It is designed to be read by those present before the service begins.

*'A wedding is one of life's great moments, a time of solemn commitments as well as good wishes, feasting and joy. St John tells us how Jesus shared in such an occasion at Cana, and gave there a sign of new beginnings as he turned water into wine.'*

*Marriage is intended by God to be a creative relationship, as his blessing enables husband and wife to love and support each other in good times and in bad, and to share in the care and upbringing of children. For Christians, marriage is also an invitation to share life together in the spirit of Jesus Christ. It is based upon a solemn, public and life-long covenant between a man and a woman, declared and celebrated in the presence of God and before witnesses.*

*On this their wedding day the bride and bridegroom face each other; make their promises and receive God's blessing. You are witnesses of the marriage, and express your support by your presence and your prayers. Your support does not end today: the couple will value continued encouragement in the days and years ahead of them.'*

## **COPYRIGHT**

**Please note; Printed Orders of Service must follow the following copyright instructions;**

At the end of the last verse of any hymn or song words, you should put;

- Author's Name ©Year, Owner – for example: *Fred Smiley, © 2000, Happy Music Ltd.*
- If the hymn/song is out of copyright you should still include the author's name and year of birth and death after the last verse.
- At the end or on the back of the Order of Service, you should include the licence number of the relevant church, using the following words:  
*All songs covered by Christian Copyright Licensing International have been reproduced under CCL no, (insert correct number). All other songs have been reproduced by permission if the copyright holders.*

St Nicholas CCLI number is 743933

All Saints CCLI number is 972065

St Marys CCLI number is 208698

## **SUGGESTED BIBLE READINGS FOR YOUR WEDDING**

Two readings are usual and **one of them must be from the Bible**. You may opt to have one Bible and one non-Biblical reading. Here are just a few suggestions. You can choose from many more passages in the Bible.

### **Ecclesiastes 3:1-9**

There is an appointed time for everything. And there is a time for every event under heaven—

A time to give birth and a time to die;

A time to plant and a time to uproot what is planted.

A time to kill and a time to heal;

A time to tear down and a time to build up. A time to weep and a time to laugh;

A time to mourn and a time to dance. A time to throw stones and a time to gather stones;

A time to embrace and a time to shun embracing.

A time to search and a time to give up as lost;

A time to keep and a time to throw away.

A time to tear apart and a time to sew together;

A time to be silent and a time to speak. A time to love and a time to hate;

A time for war and a time for peace.

For everything there is a time.

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### **John 15:9-12**

As the Father has loved me, so I have loved you; abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father's commandments and abide in his love. I have said these things to you so that my joy may be in you, and that your joy may be complete.

'This is my commandment, that you love one another as I have loved you.'

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### **Mark 10:6-9**

But from the beginning of creation, "God made them male and female." "For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh." So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate.'

## **1 Corinthians 13**

If I speak in the tongues of mortals and of angels, but do not have love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but do not have love, I am nothing. If I give away all my possessions, and if I hand over my body so that I may boast, but do not have love, I gain nothing.

Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.

Love never ends. But as for prophecies, they will come to an end; as for tongues, they will cease; as for knowledge, it will come to an end. For we know only in part, and we prophesy only in part; but when the complete comes, the partial will come to an end. When I was a child, I spoke like a child, I thought like a child, I reasoned like a child; when I became an adult, I put an end to childish ways. For now we see in a mirror, dimly, but then we will see face to face. Now I know only in part; then I will know fully, even as I have been fully known. And now faith, hope, and love abide, these three; and the greatest of these is love.

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## **Song of Songs 8:6-7**

Put me like a seal over your heart, like a seal on your arm.

For love is as strong as death,

Jealousy is as severe as Sheol; its flashes are flashes of fire,  
The very flame of the Lord.

Many waters cannot quench love, nor will rivers overflow it;

If a man were to give all the riches of his house for love, it would be utterly despised.

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## **John 2:1-11**

On the third day there was a wedding in Cana of Galilee, and the mother of Jesus was there.

Jesus and his disciples had also been invited to the wedding. When the wine gave out, the mother of Jesus said to him, 'They have no wine.' And Jesus said to her, 'Woman, what concern is that to you and to me? My hour has not yet come.' His mother said to the servants, 'Do whatever he tells you.' Now standing there were six stone water-jars for the Jewish rites of purification, each holding twenty or thirty gallons. Jesus said to them, 'Fill the jars with water.' And they filled them up to the brim. He said to them, 'Now draw some out, and take it to the chief steward.' So they took it. When the steward tasted the water that had become wine, and did not know where it came from (though the servants who had drawn the water knew), the steward called the bridegroom and said to him, 'Everyone serves the good wine first, and then the inferior wine after the guests have become drunk. But you have kept the good wine until now.' Jesus did this, the first of his signs, in Cana of Galilee, and revealed his glory; and his disciples believed in him.

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## **Colossians 3:12-17**

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

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## **1 John 4:7-12**

Beloved, let us love one another, because love is from God; everyone who loves is born of God and knows God. Whoever does not love does not know God, for God is love. God's love was revealed among us in this way: God sent his only Son into the world so that we might live through him. In this is love, not that we loved God but that he loved us and sent his Son to be the atoning sacrifice for our sins. Beloved, since God loved us so much, we also ought to love one another. No one has ever seen God; if we love one another, God lives in us, and his love is perfected in us.

<sup>4</sup>

## **MUSIC FOR YOUR WEDDING**

**YOU SHOULD FILL IN THE WEDDING MUSIC FORM IN THIS PACK AND ADVISE THE PARISH DIRECTOR OF MUSIC OF YOUR FINAL MUSIC AND HYMN CHOICES AS SOON AS POSSIBLE AND NO LATER THAN ONE MONTH BEFORE YOUR WEDDING DATE.**

Each of the churches has its own organ and can supply an organist.

### **Bringing your own organist or musicians?**

You are welcome to bring your own organist, but this must be discussed first, well in advance, with the Director of Music.

If you choose to bring your own organist or pianist, the resident organist/pianist must be paid in full, along with any fee incurred from your own organist.

You may know some musicians (ie; String Quartet or pianist or other soloist) that you would like to perform at your wedding. This is possible, however the Parish of Harpenden cannot enter into any arrangement you may make with musicians.

Please note the fee for use of the pianos in our churches.

It may be possible for CD's supplied by you to be played at your wedding. Discuss this with the Director of Music be sure of suitability and practicality. You will need to provide CD's yourself and deliver them to the Parish office and/or clergy person officiating at your wedding ceremony in advance and by the rehearsal so that we can be sure they play correctly on the church sound system.

### **Choir**

Subject to availability, St Nicholas can provide a choir at all three churches in the parish. Please note that for weekday weddings in term time, the choristers are not usually available.

Please be aware of doubled costs for organist and choir under performing rights if the ceremony is videoed.

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<sup>4</sup> *The New Revised Standard Version (Anglicized Edition)*, copyright 1989, 1995 by the Division of Christian Education of the National Council of the Churches of Christ in the United States of America. Used by permission. All rights reserved.

## **MUSIC SUGGESTIONS**

The suggestions below are listed by title and then composer.

This is not an exhaustive list: you may like to choose other music which is special to you. These suggestions are usually played on the church organ.

Google on YouTube to hear the music. Remember to look at [www.yourchurchwedding.org](http://www.yourchurchwedding.org) too.

### **1. Music for the ARRIVAL OF THE BRIDE**

Alla Hornpipe (Water Music) by Handel

Arrival of the Queen of Sheba by Handel

Bridal March by C.H.H. Parry

Bridal March by Wagner (Here comes the Bride)

Canon in D by Pachelbel

Processional (Royal Fireworks) by Handel

Rondeau by Purcell

Trumpet Voluntary (Prince of Denmark's March) by Jeremiah Clarke

Trumpet Tune in D by Purcell

Trumpet Tune by Charpentier

Trumpet Tune by John Stanley

### **2. Music for the DEPARTURE OF BRIDE & GROOM**

Arrival of the Queen of Sheba by Handel

Wedding March by Mendelssohn

Prelude in E flat by Bach

Te Deum Prelude by Charpentier

Toccata in C by Bach

Toccata by Georgi Mushel

Toccata by Widor

Hornpipe from Water Music by Handel

### **3. Music for the REGISTRATION OF THE MARRIAGE-Signing Register**

The organ is usually played during the signing of the Registers and, if you have a choir, an anthem may be sung. A soprano soloist can be provided. Alternatively you may choose any piece of music on CD or to be performed that is meaningful to you. Speak to the Director of Music.

#### 4. HYMNS

There are usually three hymns sung during the service. Naturally, it pays to have hymns with simple tunes that your guests can easily sing. The Director of Music and clergy will be happy to advise on the suitability of other hymns you may have in mind.

Here is just a very small selection of some of the top choices of hymns at weddings recently.

Be still for the presence of the Lord	Praise my soul the King of heaven
Give me joy in my heart	Guide me O thou great Redeemer
I vow to thee my country	Jerusalem
Lord of all hopefulness	Make me a channel of your peace
Morning has broken	Shine Jesus Shine
The Lord's my Shepherd	

#### BELLS

St Nicholas has a fine ring of eight bells. If you would like them rung at the end of the service, please book through the Parish Office. Ringers are usually available on Saturdays and may be available for mid-week services.

All Saints and St Mary's churches do not have bells.

#### WEDDING FLOWERS - General Guidelines

All three churches in the Parish will have fresh flower arrangements ready for Sunday services except in the Advent and Lent periods of the Christian Calendar. There are no flowers in churches for the four Sundays before Christmas (Advent), nor on the six Sundays before Easter (Lent). If you would like special or additional flowers please contact the relevant flower group for the church where your wedding is being held **WELL IN ADVANCE BEFORE YOUR WEDDING.**

**If there is more than one wedding on a particular date, agreement is often made between the wedding parties as to colour of flowers used and you may like to share the expense with each other. A default colour for flowers would be white/cream with greenery. If you would like to explore this option, we can endeavour to put you in touch with the other couple so that you can arrange this yourselves.**

#### WEDDING FLOWERS AT ST NICHOLAS CHURCH, HARPENDEN

Please telephone 01582 715954 or 01582 460240

#### WEDDING FLOWERS AT ALL SAINTS CHURCH, HARPENDEN

Please telephone: 01582 715940 or telephone: 01582 761277

#### WEDDING FLOWERS AT ST MARY'S CHURCH, KINSBOURNE GREEN

Please telephone: 01582 760117

## **CAR PARKING**

All Saint's and St Mary's Churches each have adjacent car parks. There is no parking at St Nicholas Church or school.

## **CONFETTI**

A sign board will be posted to indicate where in church grounds you may use confetti. Please try to use biodegradable confetti.

## **WEDDING PHOTOGRAPHY**

A few points to make certain that photographing the big day does not in any way spoil it!

- Please ensure your official photographer(s) speak with the clergy, as soon as they arrive before the service starts.
- The clergy will advise on the rules about what photography is permissible and when; as well as where to stand for the best shots.
- Extra lighting equipment etc is not permitted.
- Your guests will be asked not to use cameras during the service (usually at your request).
- Do be aware that there may be another wedding on the same afternoon. You will have been advised if this applies to you. Please advise your photographer of this as it may have a bearing on the time available to him/her. Please be aware that Vergers usually lock the Main Church Doors about 30 minutes after the end of the ceremony.

## **CONTACTS**

Your principal point of contact is the:  
Parish Office,  
St Nicholas Church,  
Church Green,  
Harpenden, Herts. AL5 2TP  
Telephone 01582 765524  
Email: [office@parishofharpenden.org](mailto:office@parishofharpenden.org)

The Office is open on Monday(except Bank Holidays) to Friday 10am-2pm. Saturday staffed by volunteers 9.30am-12 noon. It is located in the north-east corner of St Nicholas Church. If there is a service in church, or the church is shut for some reason, it can be approached from an outside door near the Garden of Remembrance.

Parish Office (at St Nicholas' Church)  
Administrator & Secretary 01582 765524

## **LET'S END WITH A PRAYER FOR GOD'S BLESSING ON YOUR MARRIAGE;**

**Lord, help us to begin our life together  
as we mean to go on  
and to cherish the love that we have for each other  
knowing that it comes from you.  
Guide us into that oneness of life  
that is your promise to every husband and wife.  
Bless our marriage, dear Lord,  
that in it we may find true joy. Amen.**

## MARRIAGE FEES (inc. Marriage Blessings) FROM 1<sup>ST</sup> January 2019

FIXED FEES	St Nicholas £	All Saints £	St Mary's £
Publication of Banns/Notice of Intention to Marry	30.00	30.00	30.00
Marriage Service	455.00	455.00	455.00
Marriage Certificate-two copies	8.00	8.00	8.00
Heating (Oct-April)	61.00	61.00	61.00
Vergers x 2	36.00	36.00	36.00
<b>BASIC COST</b>	<b>590.00</b>	<b>590.00</b>	<b>590.00</b>

### OPTIONAL FEES

Organ & Organist (no video)	193.00	193.00	193.00
<b>OR</b> Organ & Organist (inc. video)	330.00	330.00	330.00
Choir	190.00		
Choir - Enhanced	220.00		
Choir filmed	340.00		
Choir - Enhanced filmed	420.00		
Soloist	100.00		
Soloist filmed	200.00		
Bells	245.00	-	-
Use of Grand Piano	55.00		
A Marriage Certificate at a later date	10.00	10.00	10.00
Banns Certificate for weddings held at another church.	14.00	14.00	14.00
<b>Renewal of Wedding Vows Service</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>

Flowers by separate arrangement.

### PAYMENT

**Please make payments by cheque, (we cannot accept CAF/Gift Aid/Charity cheques) payable to; PCC St Nicholas Harp Church Fees.**

**Full payment is required ONE MONTH BEFORE the date of the marriage.**

**Please note: FULL PAYMENT MUST BE RECEIVED (cheques cleared) by the Parish of Harpenden for ALL ordered aspects of your wedding ceremony NOT LESS THAN 7 DAYS BEFORE THE WEDDING DATE. Failure to meet this requirement will result in the wedding ceremony being cancelled.**

### NOTES

1. The Publication of Banns and Notice of Intention to Marry by Common Licence fee apply in all cases except when a marriage is conducted by Archbishops' Special Licence. Please draw this to the attention of the Parish Administrator when paying for your wedding.

2. Organist and Choir fees increase and can double if the wedding ceremony is videoed. This is to cover musicians' performing rights to which they are entitled.

3. We cannot undertake audio recordings.

4. Marriage certificate cost may increase after 1<sup>st</sup> April 2019

*Please note Parish of Harpenden and the Church of England reserve the right to increase or change the fees at their discretion. There is generally an annual increase in fees.*

## APPENDICES & FORMS

- Church of England Application Form

to be completed by all wishing to be married in one of the three churches in the Parish of Harpenden.

- Church of England Marriage Measure Form

to be completed by anyone non-resident and not entered on the Electoral Roll in the Parish of Harpenden, but claiming a qualifying connection to the Parish in order to be married in one of the three churches in the Parish of Harpenden.

Please assemble and attach evidence of the qualifying connection relied upon.

- Wedding Music booking form-(one page)

to be completed and returned to the Director of Music via the Parish office.

- Application for permission to video/sound record -(one page)

to be completed if you have chosen to have your wedding ceremony filmed/videoed/recorded in church and/or churchyard.

Return to the Parish office.

# “Welcome and Congratulations”

For office use only: date, time and place of wedding

Please complete this welcome form with the couple when you meet and keep it for your records.

## Groom's Details

Full Name

Current Address

Address Since

Phone

Email

Date of Birth

Occupation/Profession

Have they been married before? Yes  No

Previous partner is still living

Have they ever been in a civil partnership? Yes  No

Are they a foreign national? Yes  No

Parish Church (for Banns)

## Bride's Details

Full Name

Current Address

Address Since

Phone

Email

Date of Birth

Occupation/Profession

Have they been married before? Yes  No

Previous partner is still living

Have they ever been in a civil partnership? Yes  No

Are they a foreign national? Yes  No

Parish Church (for Banns)

Are they related, or are they connected by marriage? If so how?

Keeping in touch: if address is due to change, note new address here.

## Groom's Father

Full Name

Occupation/Profession

Deceased? Yes  No

## Bride's Father

Full Name

Occupation/Profession

Deceased? Yes  No

Please indicate how this couple is connected with your parish church, by ticking the relevant box below. The couple may have several connections with your church, but only one is required. Text in **italics** shows the only cases where baptism is required of either the bride or groom.

In the cases of connections 3-9, clergy need to refer to the House of Bishops' guidance and companion form at [www.churchsupporthub.org/marriage-measure](http://www.churchsupporthub.org/marriage-measure)  
The couple must additionally complete the relevant parts of the form.

**This couple is connected if:**

**One of them:**

- 1 lives in the parish  or
- 2 *is on the church's electoral roll*  or
- 3 has at any time lived in the parish for a period of at least 6 months  or
- 4 has habitually attended normal church services in the parish church for a period of at least 6 months  or
- 5 *was baptised in the parish*  or
- 6 *was prepared for confirmation in the parish*  or

**one of their parents; at any time after they were born:**

- 7 has lived in the parish for a period of at least 6 months  or
- 8 has at any time habitually attended normal church services in the parish church for a period of at least 6 months  or

**one of their parents or grandparents:**

- 9 was married in the parish
- or:
- 10 they have been granted a Special Licence

To the best of my belief the answers to the above questions are correct. I agree to the use of the information on this form as described below.\*

Bride .....

Dated .....

Groom .....

Dated .....

For the purposes of data protection law, the data controller is the Minister of the parish, ..... and the PCC ..... ("PCC"), who will use the information on this form to ensure that the legal requirements relating to the marriage are compiled with and to make arrangements for the wedding ceremony. The Minister and PCC will only share the information with those who need to see it for those purposes. Your data may be stored on behalf of the Minister, or the PCC either on systems owned by the Archbishops' Council of the Church of England or other software. After your wedding, your church would love to keep in touch with you on anniversaries and to let you know about services and events that may interest you. If you are happy for the church to keep in touch with you in this way, please tick this box:

**For office use only:**

**The couples key dates:**

First meeting	<input type="text"/>
Prep event(s)	<input type="text"/>
Banns	<input type="text"/>
First anniversary	<input type="text"/>

You might like to enter the couple's details in the online Pastoral Services Diary at [www.pastoralservicesdiary.org](http://www.pastoralservicesdiary.org) to receive "send a card" reminders.

**Wedding Choices:**

Officiant	<input type="text"/>
Entrance	<input type="text"/>
Reading(s)	<input type="text"/>
Hymns	<input type="text"/>
Recessional	<input type="text"/>
Other	<input type="text"/>

**Useful contacts for this couple:**

Photographer	<input type="text"/>
Videographer	<input type="text"/>
Flowers	<input type="text"/>
Bells	<input type="text"/>
Choir	<input type="text"/>

# CHURCH OF ENGLAND MARRIAGE MEASURE 2008 FORM

**FOR COMPLETION BY A PERSON WHO WISHES TO MARRY IN THE PARISH OF ST NICHOLAS HARPENDEN BY VIRTUE OF A QUALIFYING CONNECTION WITH THE PARISH. This section applies if you are NOT resident and NOT entered on the Electoral Roll in the Parish of St Nicholas Harpenden (Please complete in block capitals)**

The Minister of the parish, is under a legal duty to be satisfied that you can lawfully marry in the parish before the marriage can take place or a firm date and time can be fixed for it. To make this process as quick and simple as possible, whichever of you claims to have a connection with the parish is asked to complete this form and return it to the Minister.

## PLEASE BEGIN BY READING THE FOLLOWING NOTES:

Before completing the form, you may well find it helpful to read the material on the Church of England Marriage Measure 2008 on the Church of England web site at [www.cofe.anglican.org](http://www.cofe.anglican.org).

If you are not certain about how to complete any part of the form, please contact the parish office for advice.

If either of you has been married previously, and your former husband or wife is still alive; or either of you is not a UK national; please alert the Minister to that as soon as possible, even before submitting the completed form, so that the special issues which arise can be considered without delay.

The Minister is the person responsible for complying with the Data Protection Act 1998 and GDP Regulations 2018 (the data controller) in relation to the personal information you provide on and with this form. The Minister will use that information to establish whether you can lawfully be married in the parish. When the Minister has considered the completed form, it is possible that the Minister may still need to ask you for some further documents or other information, or may need to ask someone holding a official position in the parish for further information in support of your connection with the parish. If any special issue arises in your case it is also possible that the Minister may need to ask for advice on it from the diocesan legal adviser. However, if any of these becomes necessary, the Minister will see that you are kept fully informed. The Minister will share the information you have given only with those people who need to see it in order to provide the further information or advice described above.

## 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 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\*\*

\* *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, ie. 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
- 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 ONLY 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*

#### **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?
  - 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
- 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*)

### **REQUEST TO MARRY IN PARISH**

*Person completing form– please insert full names of yourself and your fiancé(e)*

I, ..... wish to be married to .....  
according to the rites of the Church of England in the Parish of ..... by  
virtue of my having a qualifying connection with the parish under the Church of England Marriage  
Measure 2008.

I confirm that the information and answers given in and supplied with this form are correct to the  
best of my knowledge and belief. I agree that the information may be used for the purposes  
described in note above.

Signed.....

Date.....

*Note: The law forbids a person who has entered into a civil partnership to enter into a marriage while the civil  
partnership is still subsisting.*

## WEDDING MUSIC BOOKING FORM

Please use this form to book your wedding music and hymns. To be sure of your choices, this form should be completed and received by **NO LATER THAN ONE MONTH BEFORE YOUR WEDDING DAY**. Send this form to the Parish Director of Music via the Parish Office.

Date and Time of Wedding Ceremony.....

Name of Couple.....

.....

Address .....

.....Post Code .....

Telephone number(s).....

Email.....

Music for the Arrival of the Bride

Music for the Departure of Bride and Groom

Music for the signing of the Marriage Registers

Hymns (remember to choose up to three)

**APPLICATION FOR PERMISSION TO VIDEO/SOUND RECORD IN CHURCH AND CHURCHYARD**

You must complete this application form to make sound/video recordings. **Please complete and return up to 6 weeks before your wedding date.** A charge will be made regarding the musicians and performers' rights. Please advise the clergy person conducting your wedding when you meet with them.

TO THE INCUMBENT AND THE PAROCHIAL CHURCH COUNCIL  
I/We apply for permission to video/sound record the following Church Service:-

- i. Type of Service, e.g. Marriage, Baptism.....
- ii. Date and time of service concerned.....
- iii. Full name, address and telephone number of parties for whom the Service is to be held:  
.....  
.....
- iv. Full name, address and telephone number of firm or other person who will actually be making the video/ recording  
.....  
.....

I/We understand that the prime purpose of the service is an Act of Worship. The person making the recording will act at all times with care and discretion and strictly in accordance with the directions of the Incumbent. Nothing is to be done which would or could cause offence to worshippers at the Church.

I/We **UNDERTAKE** that the recording will only be used for our personal and family purposes and will not be copied or used for any public or commercial purpose whatsoever.

I/We accept all responsibility for obtaining any necessary copyright consents in respect of the words or the music recorded, that the person or firm doing the video recording is registered with the Mechanical Copyright Protection Society (MCPS), and understand that a fee is payable in respect of the church musicians' recorded performing right.

I/We agree to fully indemnify you against any third party claims arising out of your giving permission for this video/sound recording (including any claims for breach of copyright).

I/We acknowledge that any permission so given may be withdrawn at any time in your sole discretion.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Applicants

Where the video/sound recording is to be undertaken by a firm on behalf of the Applicants, the firm is to countersign the Application to show that the firm accepts the conditions and joins in the indemnity.

..... on behalf of  
.....  
Name of Company

I GIVE permission on the basis of the above conditions.

.....  
Officiating Minister