



# ST PETER AND ST PAUL'S CHURCH WITH ST MARK'S CHURCH

## GETTING MARRIED IN THE PARISH

### **You can get married here if:**

1. You or your partner are resident in the parish.
2. One or both of you are entered on the church electoral roll (at least one of you must have habitually attended Sunday worship at least once a month for a period of six months prior to the wedding, and signed the Visitor's Book on each occasion, to be eligible for entry on the electoral roll).

**Marriage Measure:** Since 2008 new regulations came into force regarding who can legally qualify to get married in church. Couples need to establish a 'qualifying connection' by virtue of at least one of the following:

3. By being baptised and having an entry in the Baptism Register here.
4. By being confirmed here and having an entry in the Confirmation Register.
5. By having your usual place of residence in the parish for at least six months.
6. By habitually attending public worship at either church for at least six months.
7. By having a parent whose usual place of residence has been in the Parish for at least six months during your lifetime.
8. By one parent habitually attending public worship at either church for at least six months.
9. By having a parent or grandparent who was married in either church and having an entry in the wedding registers.

**Remarriage after Divorce:** The Church of England teaches that marriage is for life. It also recognises that some marriages sadly do fail, and if this should happen, it seeks to be available for all involved. If either of you have had a previous marriage dissolved, this will need to be discussed with one of the clergy team. Following the guidelines issued by the House of Bishops, we welcome enquiries from couples wishing to remarry after divorce.

**Legal Requirements:** You can be married after **Banns** or by **Licence**, alternatively, after obtaining a **Marriage Schedule** from the Register Office.

**Reading of Banns:** Banns are an announcement in church of your intention to marry and a chance for anyone to put forward a reason why the marriage may not lawfully take place. Banns need to be read in the parish where each of you lives, as well as the Parish Church in which you are to be married if that is somewhere else. You must have your Banns read out in church for three Sundays during the three months before the wedding. This is often done over three consecutive Sundays but does not have to be.

The information you give in the Banns form will be used for the reading of the Banns and will be transcribed into all legal documents, so care must be taken when filling it in. If one or both of those to be married live(s) in different parishes, Banns must be called in both that parish and Godalming.

Please note it is your responsibility to arrange for the reading of Banns, if necessary, outside this parish. You should contact the Church Office in the other parish who will arrange this. If you are unsure of exactly which is your local church, please go to <http://www.acny.org.uk> (A Church Near You), type in your postcode and you will be directed to the correct church. We require a certificate from the other parish(es) stating that Banns have been read and this should be sent to us no less than two weeks before the wedding is to take place. **Without this certificate, the wedding cannot take place.**

**Common Licence:** You may require a Common Licence if:

- Your wedding date is too soon to allow enough time for Banns to be read.
- One or both of you are British but live abroad.

- One or both of you live in the UK but your home is not in England or Wales.
- Your home address is likely to change during the time when banns would normally be read out.

A Common Licence may be granted in the name of the Bishop of the Diocese you are marrying in (Guildford in this case). In order to obtain such a Licence, one of you must have had his or her usual residence within the parish or district of the church in which the marriage is due to take place, during fifteen days immediately preceding the application, or must have had his or her usual place of worship at the church.

Common Licences can only be granted for marriage to take place within the Diocese, and are only valid for three months. Application should be made to a surrogate for granting marriage licences in the Diocese, or to the Diocesan Registrar. The fee for a Common Licence will be around £200. Our local Surrogate Priest who can arrange the Licence is Reverend James Rattue, the Rector of Farncombe, and he can be contacted on 01483 860709 or email [jamesrattue@hotmail.com](mailto:jamesrattue@hotmail.com).

### **Special Licence:**

If you would like to marry at either St Peter and St Paul's Church Godalming or St Mark's Church Godalming and these are outside your home parish, and if you cannot satisfy any of the 'qualifying connections' as set out in the Marriage Measure, you will probably need to apply for a Special Licence. The fee for this will be around £325. These are not automatically granted so be sure it is arranged in good time. If you are to be married in this church by Common or Special Licence, you must ensure that the person conducting your wedding receives the licence before the wedding, as **without it the wedding cannot take place.**

### **Marriage Schedule**

Should you wish to attend the Register Office to give notice of your marriage, you can obtain a marriage schedule which must be given to us at least 7 days prior to your wedding. The [Register Office](#) for Godalming is located at Artington House, 42 Portsmouth Road, Guildford, Surrey GU2 4DZ.

## Wedding Fees:

The General Synod of the Church of England and Parliament set the fees for Marriages, *with the fees that are italicised being set by the Parish*, and from 1st March 2023 these are as follows:

	<b>2023</b>	
General Fee	£505	This includes the statutory fee for the marriage service, the rehearsal, the marriage document and registration, the services of the clergy and administrator, and the use of the church, lighting and associated facilities required for your wedding.
Calling of Banns	£34	These are refunded if you are married by licence.
<i>Services of our vergers</i>	<i>£50</i>	
<i>Florists</i>	<i>£50</i>	<i>A payment to our floral team</i>
<i>Organist</i>	<i>£150</i>	
<i>Use of Organ</i>	<i>£30</i>	
<i>Total:</i>	<i>£819</i>	<i>This is the amount you can expect to pay for a wedding at St Peter &amp; St Paul, Godalming (excluding heating when required).</i>
<b>In addition, there are extras:</b>		
	<b>2023</b>	
<i>Choir</i>	<i>£245</i>	<i>Available for most dates, but during festivals and holidays, we cannot guarantee to have sufficient choir members to ensure a full compliment.</i>
<i>8 Bells</i>	<i>£250</i>	<i>They are rung as you leave the church.</i>
<i>Heating</i>	<i>£135</i>	<i>Charged from October to April inclusive, but refunded if the weather is warm enough to do without.</i>

Fees should be paid in full please, four weeks before your wedding date. Cheques should be made out to '**Godalming PCC**' for weddings in both churches, and sent to the Parish Administrator Sarah Bryans, c/o The Rectory, Westbrook Road, Godalming, Surrey, GU7 1ET.

Alternatively, you may wish to pay the fees directly into our bank **CAF Bank** account, the details are:

Account name            The Parish of St Peter & St Paul, Godalming

Sort Code:                40 52 40

Account Number        00015455 (please enter the leading zeroes).

If you use this method to pay your fees, please reference your payment "Your two surnames followed by Wedding" eg "Jones Smith Wedding", and email or telephone Sarah to let her know when you have paid.

**Retiring Collection:** As your guests leave the church, a plate is provided for the collection. We provide 'Gift Aid' envelopes for your guests, should they wish to help us to take advantage of the tax we can claim back from the Inland Revenue.

**Photography:** We want your day to be as special as possible so we have guidelines regarding photographs taken in church during the wedding. Video recordings are possible but you should discuss this with the Priest and inform the organist. When you make a video recording of the service, an additional fee (£65) is paid to the organist as part of his professional entitlement as laid down by the Royal School of Church Music. Please ensure your photographer and/or videographer speak with the officiating member of the clergy team before the service begins. Guests are asked not to take photographs or videos during the service, but couples are welcome to remain in church after the service for further photographs.

**The Friends of St Peter and St Paul's Church:** We encourage all couples intending to marry in the Parish Church to consider becoming a Friend. The main purpose of the Friends is to maintain and improve the fabric of the church, so your contribution will be important in ensuring that it remains a place where future generations can discover the presence of God.

**Flowers:** The church flower arrangers are able to provide arrangements at a very competitive cost and would be delighted to do so. We can email you an e-brochure that the church florists have produced if you would like to consider using them for your flowers. If you would like a copy, please contact Sarah. Jane Thomson coordinates the church flowers and you should contact her as soon as possible, even if you wish to make your own arrangements for flowers. Jane's telephone number is 07790 063699 or email at [janethomson@hotmail.com](mailto:janethomson@hotmail.com). If you would like us to arrange your flowers, this will be charged separately.

Please note that if flowers are removed from the church after a wedding there is no time for us to buy or arrange flowers for the Sunday services. We would be grateful if you would ensure that your florist is aware that no floral arrangements are to be removed from the porch, lectern and high altar. Other floral arrangements may be removed if required after the service.

**Music and Hymns:** Our organist is Mr John Belcher MA FRCO (CHM) ARCM ARSCM, telephone 01484 414858 or email [johntheobelcher@gmail.com](mailto:johntheobelcher@gmail.com). You should contact John in good time to discuss your choice of hymns and music at the beginning and end of the service, and during the signing of the marriage document or marriage schedule.

**Order of Service:** If you intend to have these printed, we ask that you first confirm your preferred musical choices with the organist, before sending a draft Order of Service for approval to the Priest who will be marrying you, prior to them being printed. Please bring the Orders of Service with you to the wedding rehearsal, including 10 additional copies for the organist and choir. Do include the Church copyright number CCLI209178 at the bottom of the back page of your Orders of Service.

**Seating and Facilities:** **St Peter and St Paul's Church** has seating for in excess of 450 people. At the back of the Parish Church there is a soft play area where children can play quietly, whilst parents can still share in the service. Toilets are in the Octagon, our main hall adjoined to the church and easily accessed from the rear of nave of the church.

Access to the church for those in wheelchairs is via a permanent ramp by the main entrance to the church. There are also disabled toilet facilities and a baby changing rack in the Octagon. **St Mark's Church** can seat 80 people. There are 5 car parking spaces and on street parking. Inside the building there are toilet facilities including baby changing facilities and easy wheelchair access. Toys are at the back of Church which may be helpful for those with children. The Church also has a studio room with an adjoining kitchen which has potential for a wedding reception. There is a small garden area at the back of the building.

**Car Parking:** There is no car parking allowed outside the Parish Church and we recommend you check out the various car parks in Godalming for your guests to park in good time for the service. Crown Court Car Park behind the Jack Phillips Pub is easily accessible and there are car parks at nearby Godalming Station. There is however, limited space outside the main doors where brides and bridesmaids may alight, and the bride and groom be collected at the end of the service.

**Passports:** It is possible for the bride to obtain a new passport in her married name should she wish, before the wedding. The form has to be signed by the member of clergy who will be conducting the wedding. Do please let us know if you wish to take up this option.

**Confetti:** Please advise your guests to use only biodegradable confetti (including flower petals). Confetti is not to be used inside the building so if we have to make arrangements for plastic or metallic confetti to be removed outside after the wedding, you will incur an additional £75 fee.

**Being on Time for the Service:** It is helpful to be on time for your wedding, particularly as there may be another service after yours. If you have confirmed the date and time of your wedding, and we get a request for the same date from another couple, we offer them the choice of either two hours before or two hours after the first confirmed wedding. This gives ample time to 'turn around' the church and get it fresh and ready for the next wedding. Both sets of couples will be put in touch with each other so they can discuss flowers and perhaps share the cost. We want to make your wedding service as individual as we can and do not want you to feel rushed, rather to enjoy it for the very special occasion it will be!

## Your checklist

Have you:

- ✓ contacted Jane regarding your flowers?
- ✓ contacted John about the music?
- ✓ made contact with the priest who will be conducting your wedding?
- ✓ returned your completed Banns form to Sarah?
- ✓ decided on whether to have the bells and/or choir, and let Sarah know?
- ✓ advised your guests about our confetti regulations?
- ✓ if required, have you arranged to have your Banns read in the parish where you live? (don't forget to send the certificate to Sarah as soon as it is issued.)
- ✓ if required, have you arranged to have your marriage schedule prepared at the Register Office? (don't forget to send the schedule to Sarah at least 7 days in advance of your wedding.)

Our prayer is that you find these notes helpful, we are here to help you!

Our Churches Wedding Co-ordinator is Sarah Bryans

Telephone: 01483 414135

Email: [godalming.church.office@gmail.com](mailto:godalming.church.office@gmail.com)

