

Getting Married at All Saints' Church Dogmersfield



Getting married at All Saints' Church, Dogmersfield

Welcome to All Saints' Church.

We are delighted you are considering All Saints' for your wedding. We are here to help you in any way we can.

This booklet provides all the information you need for arranging a wedding at All Saints' Church, Dogmersfield.

In order to book your wedding date, you will need to complete a Marriage Application Form and Qualifying Connection Form. These forms should then be submitted to the Church Office for review. Once a Qualifying Connection has been established, a meeting will be arranged with a member of the Clergy to discuss your wedding.

A deposit will then be required in order to secure the date.

Weddings at All Saints' Dogmersfield are subject to weather and ground conditions over the winter months.

You will be required to attend a Marriage Preparation Day together. We currently hold two per year. Those who have attended in the past have found the day very beneficial. Further details will be provided.

We take pride in giving our couples continued support before, during and after the wedding ceremony, and make every endeavour to provide the happiest possible wedding day.

Warm regards,



Mark Tanner, Vicar

Qualification for Marriage at All Saints' Church, Dogmersfield

To be married in All Saints', one of the following criteria must be met:

(1) Residence in the Parish

One or other party must be resident in the parish or be on the Church Electoral Roll.

(2) Qualifying Connection

A person has a qualifying connection with a parish if:

- (a) that person was baptised in that parish (unless a baptism took place in a combined rite which included baptism and confirmation) or is a person whose confirmation has been entered in the register book of confirmation for any church or chapel in that parish;
- (b) that person has at any time had his or her usual place of residence in that parish for a period of not less than six months;
- (c) that person has at any time habitually attended public worship in that parish for a period of not less than six months;
- (d) a parent of that person has during the lifetime of that person had his or her usual place of residence in that parish for a period of not less than six months or habitually attended public worship in that parish for that period; or
- (e) a parent or grandparent of that person has been married in that parish.

The parties should approach the minister of the parish in the first instance to establish that they have a qualifying connection and its nature. Details of the qualifying connection should then be obtained from the couple.

You will be required to demonstrate the connection.

In (1) and (2) Banns of Marriage have to be read. It is a legal requirement that Banns of Marriage are read on three consecutive Sundays at any time during the three months prior to the wedding. This needs to take place in the main service in the Church of England Parishes of both parties to the marriage. When Banns are read at St John's, couples are required to be present. Banns of marriage are read in the 9.00am service only.

(3) Special Licence

In exceptional circumstances, an application may be made for an Archbishop's Special Licence. It will be necessary to prove good pastoral reasons for the marriage to take place here and is not always granted. The Archbishop's Special Licence will not normally be granted where either party has been divorced and the previous spouse is still living. Banns are not required if an Archbishop's Licence is granted. Letters of application should be addressed to 'The Registrar' at the following address:

The Faculty Office
1 The Sanctuary
London
SW1P 3JT

The fee for a Special Licence will be around £200.

(4) Common Licence

In certain circumstances marriage may take place by Common Licence instead of after Banns. If your marriage is taking place too soon for Banns to be read, or one of the people marrying is a foreign national, then a Common Licence application may be appropriate for you. It is granted in the name of the Bishop of Winchester, and he has discretion whether or not to grant it. 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 (Benefice) 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 are only valid for three months. The fee for a Common Licence will be around £200.

(5) Marriage after Divorce

It is the usual policy of the Vicar not to conduct a Marriage in Church where one or other of you has been divorced but this is subject to the discretion of the vicar.

(6) Marriage Blessing after Civil Marriage

A fee will be payable to the Church in addition to the fees due for the bells, flowers, organist and video - see table of fees below.

Please note that if you are making application for the Electoral Roll, or wishing to marry by Special or Common Licence, one of you must be baptised.

(7) Roles and Responsibilities

Important new changes to the law relating to marriage came into force in March 2015. Where one or both of the parties to an intended marriage is a non European Economic Area (EEA) national, and they wish to marry in the Anglican Church, the couple must give notice via civil preliminaries and obtain Superintendent Registrar's Certificates before the marriage can proceed. It is no longer lawful for the marriage of a non EEA national to be solemnized after the publication of banns of matrimony or on the authority of a common licence.

(8) Evidence of British, EEA or Swiss Nationality

One of the following original documents (or groups of documents) must be provided by each of the parties to the proposed marriage to the member of the clergy, or (as the case may be) the person with authority to grant a common licence, as evidence that the party is a relevant national-

- (a) a valid British, EEA or Swiss passport;
- (b) a valid national identity card issued by an EEA state or Switzerland;
- (c) a certificate of registration as a British citizen granted by the Secretary of State together with another document referred to in paragraph (9) below to establish current use of the name and surname referred to on the certificate of registration (or, if the person has changed their name, evidence of the change of name);
- (d) Certificate of naturalisation as a British citizen granted by the Secretary of State, together with another document referred to in paragraph (9) below, to establish current use of the name and surname referred to on the certificate of naturalisation (or, if the person has changed their name, evidence of the change of name);
- (e) Where the party was born in the United Kingdom-
 - (i) before 1st January 1983-
a United Kingdom birth certificate; and
one of the documents referred to in paragraph (9) below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);
 - (ii) on or after 1st January 1983

a full United Kingdom birth certificate showing their parents' (or, as the case may be, parent's), details;

one of the documents referred to in paragraph (9) below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);

evidence of either of their parents' British citizenship or settled status at the time of the birth (e.g. a passport describing the relevant parent as a British citizen, or indicating that he or she then had indefinite leave to enter or remain); and

their parents' marriage certificate (if British citizenship is claimed through their father);

(9) Evidence of current use of name

- (a) utility bill dated no more than three months before the date on which notice of marriage is given;
- (b) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given;
- (c) council tax bill dated no more than 12 months before the date on which notice of marriage is given;
- (d) mortgage statement dated no more than 12 months before the date on which notice of marriage is given;
- (e) current residential tenancy agreement;
- (f) valid driving licence in the name of the person giving notice of marriage.

If you have any questions, please speak to the Parish Secretaries or a member of the Clergy.

ADMINISTRATIVE DETAILS

ORGANIST

The organist for All Saints', Dogmersfield for weddings is Nicholas Woods, whose details can be found at the back of this booklet. Please contact Nicholas as soon as your Wedding date is confirmed. If you choose to bring your own organist you are still required to contact them to discuss the arrangements. It is the practice of the Church of England that the official organist's fee is still payable in full to the resident organist.

Please arrange to meet Nicholas who will play through hymns and music for you and help you choose the music for your service. They can help with suggestions for the music for the entrance of the Bride, the signing of the Registers and for the end of the service when you exit as husband and wife. All Saints' also has the capability to play recorded music. This must be discussed concerning suitability.

It is usual to choose two or three hymns for a wedding. It is suggested that well known and easily sung hymns help your service to go well. A selection of popular hymns can be found at <http://www.yourchurchwedding.org>

CHOIRS

We do have a parish choir at All Saints' Church who are happy to sing for your wedding. Please keep Jacquie Harry (choir leader) informed of any other musicians, choirs or soloists being used. The Church Choir normally charge £180 to sing at your wedding (£250 if a video recorder is used at any time). An additional charge of £10 may be made for any soloist, additional rehearsals or practices.

BELLS

There are three bells at All Saint's Church, Dogmersfield. Bell ringing can be arranged through Mr Kerry Mann on 01252 629407.

You are responsible for contacting the organist, choir and bell ringers direct.

PARKING

The owner of the Dower House, who owns the field adjacent to the church is Mr Richard Revell (see back cover for details). It is a requirement that you seek permission to park in his field in writing at the time of booking your wedding. There will be a fee of £60 payable to Richard Revell for the privilege of parking on his land. That fee will later be donated to charity. Please note that all parking is at car owners' own risk. Please also take special care to shut all gates as livestock may be in the field. There is a gate leading directly into the Churchyard, and another one beside the cattle grid of the main gate. Cars must be removed immediately after the service.

Coaches must not go into this field. They should discharge passengers outside the church, taking care not to damage the verges in front of the church. Please designate two of your wedding party to oversee parking, they need to be there an hour before the service.

NB. Parking is not allowed in the field for the rehearsal. Also flower arrangers may not park on his land. 3 spaces are available in front of the church.

Please include advice about parking with your invitations.

ORDER OF SERVICE SHEETS

The Clergy will assist you with preparing an Order of Service and you should consult them before the Order goes to the printers. Samples of past service sheets are available from the Church Office.

They should contain all the words to the hymns and should be handed out by your Ushers at the Church door on the day. One service sheet per adult is required and we advise you to print more than you require.

Further information about the Order of Service may be found at <http://www.yourchurchwedding.org>

Please check with the Vicar about the content of any non-Biblical readings.

PHOTOGRAPHY

It is requested that no flash is used during the service. The use of non-flash photographs using silent shutters is permitted.

Do give your photographer clear and precise instructions as to what you want; in particular the time you are allowing him / her outside the Church after the service. It is suggested that 20/30 minutes is more than adequate.

FLOWERS

There are always some flowers in Church except during Lent (the six weeks before Easter) and Advent (the four weeks before Christmas). If you would like to have your own special flowers, which most couples do, please contact Jackie Pemberton on 01252 617765 at least six weeks before your wedding. Jackie will arrange for our team of good amateurs to arrange your flowers at the cost of the flowers plus a charge for the Church Flower Fund.

Those wishing to arrange their own flowers or to have professional florists are most welcome to do so, but you are asked to inform Jackie, and to provide the florist contact details so that she can arrange for the Church to be open and water etc. to be available.

It is important to stress that it is the responsibility of couples to contact our flower arrangers, telling them whether or not their services are required and of any alternative arrangements so that there are no misunderstandings.

MARRIAGE PREPARATION DAYS

It is a requirement of this parish that you both attend a Marriage Preparation Day. The next Marriage Preparation day will be held on Saturday 7th May, 2016 in the Church Centre at St. John's, Hartley Wintney. It is a relaxed get-together where the clergy meet the couples getting married and discuss some pertinent issues over coffee.

The Clergy will only conduct services where couples have attended one of these.

ADMINISTRATIVE DETAILS - Fees

Table of Fees for 2016 (Fees are revised at the beginning of each year)

Essential Fees

Calling of Banns of Marriage	£27
Marriage Service	£415
Marriage Certificate	£4 each
Verger	£50

Service of Blessing after Civil Marriage

Service for couples from this parish	£415
Service for couples not from this parish	£615

Incidental Fees

Organist	£100
Heating (as required)	£65
Choir	£180 (deposit £100)
Visiting choirs / musicians	Couples responsibility
Bells	£60
Parking (in adjacent field)	£60 (Pay direct to Richard Revell)

All incidental fees need to be paid on the rehearsal day to the church warden.

Deposit and Payment of Fees

A non-returnable deposit of £200 is payable at the time of booking your wedding. Please make cheques payable to '**St John's HW PCC**'. Fees are payable not later than four weeks before the wedding. An invoice will be sent to you detailing the costs. Please send payments to the Church Office address.

Donations from couples or their guests are always welcome. Gift Aid envelopes are available in Church.

USEFUL INFORMATION

Seating

The maximum seating capacity is 140.

Toilets

Please note there are **TOILET FACILITIES** at All Saint's, Dogmersfield.

Timings

The whole service normally lasts about 45 minutes. It is important to start punctually. The tradition for the Bride to be late is wonderful and well established. However, please ensure the service commences within 10 minutes of the advertised time.

Brides who are more than 30 minutes late will either have to accept that hymns will be cut or an extra charge will be made to the choir/bell ringers/organist.

Rehearsal

Please arrange with the Clergy a rehearsal, which is usually in the week before your wedding. Ideally, those attending should be: yourselves, Best Man, a representative of the Ushers, Bridesmaids, parents etc. The **only essential** people however are **yourselves**.

In Conclusion

If you would like any further information, please contact the Parish Secretaries.

We wish you all God's blessing with your wedding preparations and your marriage.

STEPS TO ARRANGING YOUR MARRIAGE

WHEN YOU BOOK YOUR WEDDING
✓ Complete Marriage Application & Qualifying Connection Forms.
✓ The Church Office will contact you to arrange a meeting with a member of the Clergy.
✓ Confirm the date for your Wedding and pay deposit of £200 to secure.
✓ Contact the Church Warden, Jackie Pemberton.
✓ Send cheque for parking to Richard Revell.
✓ Put the dates of Marriage Preparation Day in your diary.
✓ Arrange to have your Banns read at your local parish (if non-residents).
✓ If having a video, return Video Recording Licence Form and £100 fee.
NEARER THE TIME OF YOUR WEDDING
✓ Send payment to the Church Office for the Wedding balance.
✓ Meet the Organist to discuss music for the Service.
✓ Send draft Order of Service to the Church Office.
✓ Collect Banns Certificate from your Parish Church and send to Church Office (unless you are both resident of this Parish).
✓ Contact the Church Office to arrange a meeting to discuss and agree the Order of Service & book your Wedding Rehearsal.

All Saints' Church – Contact Details

Church Office

St John's Church
Fleet Road
Hartley Wintney
Hampshire RG27 8ED

Parish Secretaries

Julie McIntyre and Lisa Walker
01252 842215
office@stjohns.org.uk

Postcode of All Saints' Church RG27 8SZ (for directing guests)

Clergy

Vicar: The Reverend Canon Mark Tanner
01252 843510 or 07713 744593
mark.tanner@tesco.net

Assistant Minister: The Reverend Martin East
Telephone – 01420 549595 or 07928 423762
martineast@btinternet.com

Retired Minister: The Reverend Arnold Bennett 01252 843147
If you wish to meet with one of the Clergy, please contact the Parish Secretaries.

Church Warden

Jackie Pemberton – 01252 617765
Richard Lambert – 01252 620972, 07766 571650 hoggetlover@btinternet.com

Choir Leader

Jacquie Harry – 01256 322163
j.harry@btinternet.com

Organist

Nicholas Woods – 01256 474702

Flowers

Jackie Pemberton – 01252 617765

Bells

Kerry Mann – 01252 629407

Parking

Richard Revell, The Dower House, Dogmersfield, RG27 8TA

Information about Weddings in the Church of England:

<http://www.yourchurchwedding.org>



The Parishes of St John's Hartley Wintney

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