The Benefice of Hartley Wintney,
Winchfield & Dogmersfield

Wedding Booklet

Getting married in the Benefice of Hartley Wintney, Winchfield & Dogmersfield

Welcome! We are delighted you are considering one of our churches for your wedding or blessing, we are here to help you in any way we can.

This booklet provides all the information you need for arranging your ceremony.

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.

You will be required to attend a Marriage Preparation Day together. Further details will be provided at the beginning of the year in which you are getting married. Those who have attended in the past have found the day very beneficial.

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.

Qualification for Marriage

To be married in the benefice of Hartley Wintney, Winchfield and Dogmersfield, The Church of England requires that 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 not required to be present, but we do encourage you to attend at least one reading. Banns of marriage are usually read in the 9.00am service but can be read at the 10.45 upon request.

(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

Marriage in Church where one or both of you have been divorced, it is still possible for you to be re-married in church, please contact a member of the clergy to discuss your options.

(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

If either of you is not a national of the UK or Ireland and doesn't hold Settled or Pre-Settled Status under the EU Settlement Scheme, having a Church of England wedding will involve some different paperwork and there will be a number of things your vicar will want to talk to you about.

The law regarding marriages of nationals from outside the UK and Ireland changed in 2021. Nationals from other countries who don't have Settled or Pre-settled Status under the EU Settlement Scheme must have a Superintendent Registrar's Marriage Schedule (SRMS) to go ahead. The only exception to this is if a Special Licence has already been granted.

To apply for an SRMS, the bride and groom must have been resident for seven clear days within a registration district in England or Wales before giving notice of their marriage at the Register Office.

After receiving an application for an SRMS, the Registrar enters the details in a book which is open to public inspection and also displays a notice for 28 days at the Register Office. If no legal reasons to delay or prevent the marriage going ahead are shown within that time, a Superintendent Registrar's Marriage Schedule can be issued.

For couples where one or both of the parties has limited immigration status or not here legally, the civil registrars will be required to refer their marriage notice to the Home Office for potential investigation. To allow time for the investigation, the Home Office may extend the notice period to 70 days. Those with indefinite leave to remain, or a marriage visitor or fiancé(e) visa will be exempt from this referral and investigation process.

For more information about applying for an SRMS, visit the Government's web page. Contact details for local (civil) register offices and designated register offices are given. Each register office will usually have its own website explaining the procedures in greater detail. Nationals of countries within the EEA who live in England and have Settled or Pre-settled Status under the EU Settlement Scheme may be married by banns and will not usually require a licence.

(8) Evidence of British 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 passport;

(b) 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 Benefice Administrator or a member of the Clergy.

ADMINISTRATIVE DETAILS

MARRIAGE PREPARATION DAYS

It is a requirement of this parish that you both attend a Marriage Preparation Day, which is usually held on a Saturday. It is a relaxed get-together with presentations on topics including money, communication and parenting. It is also an opportunity to meet and chat with the clergy and staff team throughout the day.

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

ORGANIST

The organist details for each of our churches can be found at the back of this booklet. Please contact the organist as soon as your Wedding date is confirmed. If you choose to bring your own organist you are still required to contact the church organist 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.

The organist will play through hymns and music for you and help you choose the music for your service. It is usual to choose two or three hymns for a wedding. The organist can also help with suggestions for the music for the entrance of the Bride, the signing of the Marriage Document and for the end of the service when you exit as husband and wife. St John's also has the capability to play recorded music. This must be discussed concerning suitability.

CHOIRS

We do not have a parish choir at St John's Church, but a visiting choir or soloist can be employed to perform during the signing of the Marriage Document. In any case you must keep the organist informed of any choir or soloist. The Church Choir of All Saints', Dogmersfield is always happy to sing if available.

BELLS

There are no bells at St John's Church in Hartley Wintney, but there is a pre-recorded tape of wedding bells; no extra charge is made for this.

There are three bells at All Saint's Church, Dogmersfield. Bell ringing can be arranged through Mr Kerry Mann on 01252 629407 or Mr Robert Dixon : 07710081742. The fee is £60 (payable in advance)

There are three bells at St. Mary's Church, Winchfield. Bell ringing can be arranged through Mr Kerry Mann on 01252 629407. The fee is £60 (payable in advance)

ORDER OF SERVICE SHEETS

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

The Order of Service 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, and only cameras with silent shutters are 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.

It is often not practical to come back into Church for wet-weather photography as the Church may need to be turned around for the next event after your service.

VIDEO

It is essential to consult the Church Office before entering into any agreements. A legal fee (£100.00) is payable to the Church if a professional videographer is employed to film in the Church building and grounds. A form will need to be signed by the video operator. Video recordings will not be permitted in either the Church or the Churchyard, unless the form has been completed and the legal fee paid.

FLOWERS

There are always some flowers in Church except during Lent (the six weeks before Easter) and Advent (the four weeks before Christmas).
Those wishing to arrange their own flowers or to have professional florists are most welcome to do so, but you need to make sure the Church office is aware so they can make arrangements for the church etc to be open and for water to be available.

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 agreed time.

REHEARSAL

Please arrange with the Church Office 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 Church Office.

In order to maintain our beautiful church buildings for future weddings to take place, it takes considerable maintenance, with the help of our wonderful volunteers. Donations from couples and their guests are always welcome for the upkeep of our buildings and churchyards. Thank you.

These can be made by BACS transfer or by contactless giving in church.

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

ADMINISTRATIVE DETAILS - Fees

Table of Fees for 2024 (Fees are revised at the beginning of each year)

Essential Fees

Calling of Banns of Marriage	£36
Certificate of banns	£18
Marriage Service	£531
Verger	£50

Service of Blessing after Civil Marriage	£531

Incidental Fees

Organist	£100
Other A.V requirements	£50
Video	£100 (Permission form required)
Heating (as required)	£120
Visiting choirs / musicians	Couples responsibility
Bell Ringing / Parking	See individual church information at the back of this booklet

Deposit and Payment of Fees

A non-returnable deposit of £200 is payable at the time of booking your wedding. Please make payment via bacs to Metro Bank sort code 23-05-80 a/c number 34070407 or make cheque 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 make payments through the Church Office.

USEFUL INFORMATION

St. John's Church, Hartley Wintney

Seating

The maximum seating capacity is 320.

Parking

St John's has a maximum of 26 parking spaces, however you will need to leave space for the wedding cars and for photographs after the service. You may wish to restrict on-site parking to the immediate family and for any other guests who are elderly, disabled or have very young children.

There is a pay and display car park behind the shops in the village which is well signed. Additional parking is available by the common near the Cricketers pub and off Church Lane on the track leading to Oakwood School. Further private parking can be arranged at an additional cost, please contact the church office for further details.

Please include advice about parking with your invitations.

Accessibility

The entrance to the Church Centre enables level access to the Church and toilet facilities. A hearing Loop is always on during services.

Toilets

These are available including changing facilities, in the Church Centre, accessed from the rear of Church.

USEFUL INFORMATION

St. Mary's Church, Winchfield

Seating

The maximum seating capacity is 140.

Parking

St. Mary's has a small Church car park and roadside, please park as instructed in diagonal formation (not easy, very narrow road). Please ensure that no car is parked on or blocking the long driveway to the Old Rectory.

Bells

There are three bells at St. Mary's Church, Winchfield. Bell ringing can be arranged through Mr Kerry Mann on 01252 629407.

Flowers

Please contact Gill Donnelly on 01252 844592 at least six weeks before your wedding. Gill 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 Gill, and to give her their name and telephone number so that she can arrange for the Church to be open and water to be available.

Toilets

Please note there are **NO TOILET FACILITIES** at St. Mary's, Winchfield.

USEFUL INFORMATION

All Saints', Dogmersfield

Seating

The maximum seating capacity is 140

Parking

For parking arrangements please contact the Church Office on 01252 842215

Bells

There are three bells at All Saint's Church, Dogmersfield. Bell ringing can be arranged through Mr Kerry Mann on 01252 629407 or Mr Robert Dixon: 07710081742

Flowers

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 Pemberton, and to provide the florist contact details so that we can arrange for the Church to be open and water etc. to be available.

We would also like to encourage you to discuss with your florist the opportunities to be sustainable, whether using seasonal, British grown flowers or how they will look to arrange your flowers in a sustainable way. Your florist should be able to help you, however feel free to speak to Jo Howard who can also advise, or look at Flowers from the Farm: Wedding flowers - Flowers from the Farm

If your wedding is on a Saturday, we request that you leave one arrangement on the pedestal in the church for the Sunday morning service, as our regular arrangers will not be able to access the church as usual.

Toilets

There are toilet facilities at All Saints' Church.

CONTACT DETAILS

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

Benefice Administrator
Sally Hall
01252 842215
office@stjohnshw.org.uk

Clergy
Reverend Angie Smith – Vicar
angie.smith@stjohnshw.org.uk

Reverend Samantha Chandler – Assistant Priest
samantha.chandler@stjohnshw.org.uk

Reverend Helen May – Curate
helen.may@stjohnshw.org.uk

If you wish to meet with one of the Clergy, please contact the Benefice Administrator in the Church Office.

Churchwardens:
St Mary's Church
Sarah Adams – 01256 702104
Jeremy Shaw – Contact through the Church Office

All Saints' Church
Sue Smith – 01252 850900 or Suesmith6000@yahoo.co.uk
Richard James – churchwarden@allsaintschurchdogmersfield.org.uk

St John's Church
Contact through the Church Office

Organist

Martin Barnes – St John's Church – 07818 031804

James Bryant – All Saints' Church – jamespatersonbryant@outlook.com

Nick Willmer – St Mary's Church – 07860 300888

Flowers

All Saints' Church

Jackie Pemberton – 01252 617765

Jo Howard – 07747 611550

St Mary's Church

Gill Donnelly – 01252 844592

Bells

All Saints' & St Marys Church

Kerry Mann – 01252 629407

All Saints' Church

Mr Robert Dixon – 07710081742

Parking

Please contact the Church Office on 01252 842215 Ext 21

Information about Weddings in the Church of England:

http://www.yourchurchwedding.org

Initial meeting with clergy to establish qualifying connections

Congratulations – Your wedding day is confirmed!

Attend the marriage preparation day (date TBC in your confirmation email)

If you live outside the parish you will need to arrange to have your banns read at your local church (see the booklet for more information about how to do this)
Banns must be read within three months of date of the wedding, and your certificate(s) must be returned to the Church Office once they have been read

Meet with the clergy marrying you to discuss your order of service and book wedding rehearsal date

If you are having a wedding videographer please return your Video Recording License form – cost £100.00 which will be added to your final invoice
Send payment of your wedding balance invoice

Meet with organist / worship leader to discuss music for the wedding

Confirm order of service with the Church Office

Wedding rehearsal

Wedding day!