

**The Epsom Group Ministry**

the parishes of Christ Church, St Barnabas and St Martin

**The Parish of**

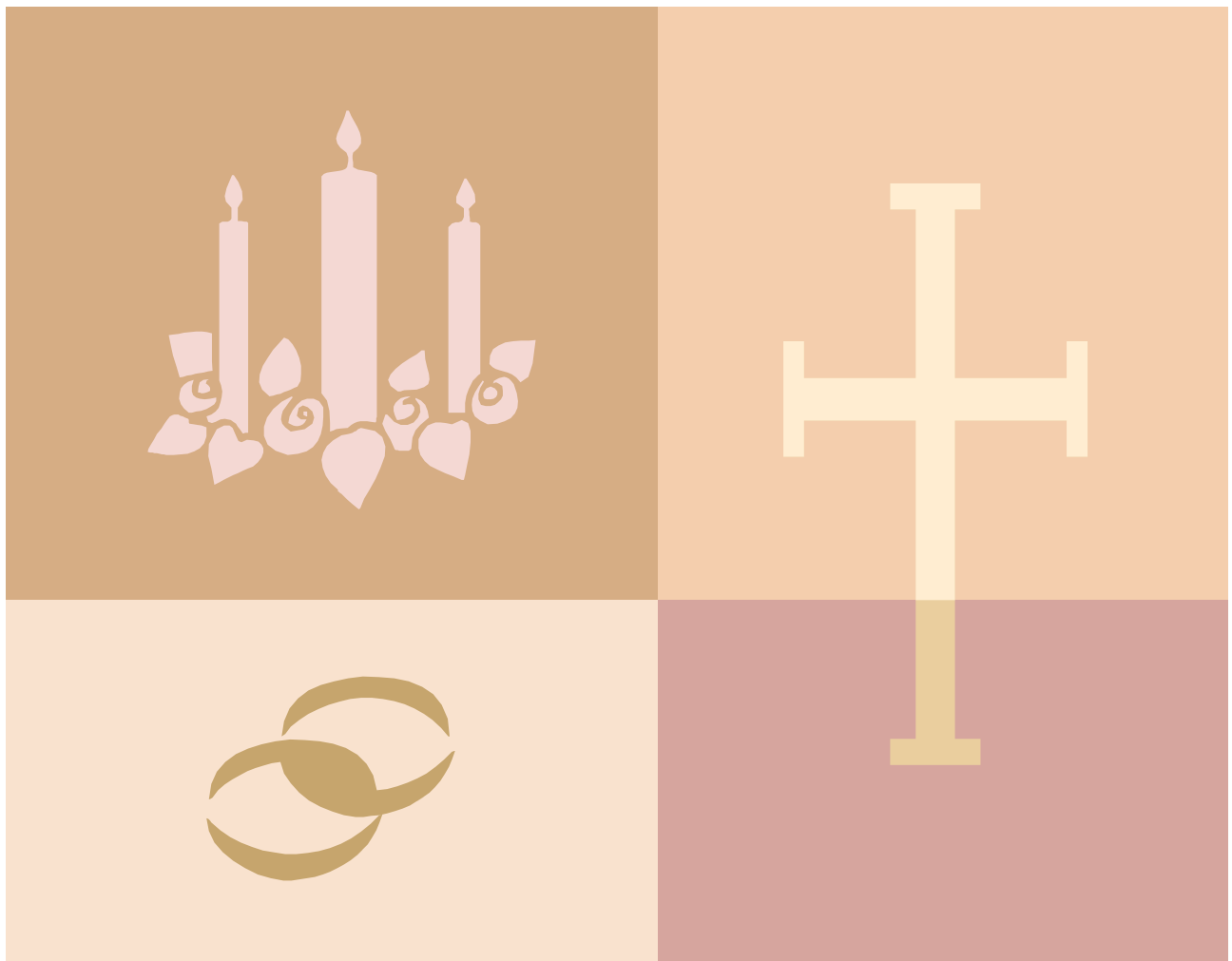
**St Martin of Tours, Epsom**

**with St Stephen-on-the-Downs**

---



# Notes for the guidance of those making arrangements for a wedding



---

**Parish Office: Church House Church Street Epsom KT17 4PX**  
**Tel: 01372 722567 email: [smartinsepsom@btconnect.com](mailto:smartinsepsom@btconnect.com) website:**  
**[www.stmartinsepsom.org](http://www.stmartinsepsom.org)**

**Welcome to St Martin's with St Stephen-on-the-Downs. We are delighted that you are considering getting married in the church. Christians believe that marriage is a gift from God. In the marriage ceremony, a couple make a public declaration of lifelong commitment to love each other.**

### **Where can we get married?**

You have a right to be married at St Martin's or St Stephen's if any one of these connections applies:

That one of you:

- Was baptised in this parish or
- Was prepared for confirmation in this parish, or
- Has at any time lived in the parish for a period of at least 6 months or
- Has at any time regularly gone to normal church services in the parish church for a period of at least 6 months

**OR**

That one of your parents, at any time after you were born:

- Has lived in this parish for a period of at least 6 months or
- Has regularly gone to normal church services in the parish church for a period of at least 6 months

**OR**

That one of your parents or grandparents:

- Was married in this parish

If none of the above applies, and you still wish to be married in this Parish, you will need to obtain the Vicar's permission to apply for an Archbishop's Licence (often called a 'Special Licence'). You will need to arrange to see the Vicar in order to discuss and agree this procedure. There is an additional charge involved, paid directly to the Faculty Office in Westminster.

### **How do we book the church?**

Booking is easy. Visit St Martin's on Wednesday evening, between 8pm and 9pm, where a member of the Vestry team will welcome you, show you around the Church and complete necessary forms. If you are unable to make a Wednesday evening, please contact the Parish Office – 01372 722567, 9.30am to 12.30pm, weekdays so an alternative time can be arranged. (Please visit St Martin's for any bookings at St Stephen's church).

St Martin's church can comfortably seat 400 people and St Stephen's can seat up to 70. Weddings can be arranged on any day between 8.00am and 6.00pm, (including Sundays), subject to the Church being available.

### **One of us is Catholic. Does that matter?**

You will be welcome. It does not matter from the perspective of the Church of England. However, if you want the Roman Catholic Church to recognise your marriage, you will need to seek the advice of your Roman Catholic Priest. See [www.interchurchfamilies.org.uk](http://www.interchurchfamilies.org.uk) for more information.

### **One of us has been married before. What do we do?**

You are welcome, but you will first have to discuss your situation with the Vicar. Please make an appointment to see him before you make other arrangements.

### **Do we both have to be Christian?**

In brief, no. However, you are welcome to discuss it with the Clergy if you have questions to ask.

### **Does the Church arrange Marriage Preparation?**

Yes. We do this, sharing the preparation with the other Anglican Churches in Epsom. There will be a one-day course (on a Saturday) with other couples who will be married about the same time as you. Details of the day will be given to you nearer the time. The day gives an opportunity to think through the important promises that you will be making to each other.

## **What are the legal requirements?**

Most weddings are preceded by the 'calling of Banns'. This means that an announcement is made at a main service in Church to allow any objections to be made. This has to be done within 3 months of the wedding. We will tell you the dates which will normally be about 2 months ahead. The Banns are called on 3 consecutive Sundays at our 9.30 am Service. You will be welcome to come and hear them.

Your Banns will also need to be called if one of you lives in another Parish at that Parish Church. This will be explained to you.

Not every marriage can be celebrated following Banns. In some circumstances a Special Licence, a Common Licence or even a Superintendent Registrar's Certificate is needed. You will be told if any of these apply to you. Under normal circumstances you do not need to go to the Registrar's Office as Church of England Clergy are Registrar's for marriages.

If either or both of you are in the Armed Forces, special arrangements apply. These will be explained to you.

## **How much will it cost?**

There is no doubt that the choices you make about your wedding can make an impact on the cost. If you choose to marry in church, we want it to be a day that is personal and special for you, but that need not mean you spend a fortune.

The basic cost of a wedding service which includes the legalities is approximately £500. Extra flowers, an organist, a choir, bell ringers etc are optional additions that can be provided by the church. Please find a breakdown of costs at the end of this leaflet, for fees in 2009. If you are planning to marry in 2010, please bear in mind that these fees will increase.

An invoice will be sent to you two months before the wedding, with payment due one month before your wedding.

### **Can we be involved in planning the service?**

Yes, of course. The Priest taking the service will be pleased to discuss the order of service, the readings, and the prayers. All your guests can have a copy of the service in full, if that is desired. Many couples print a simplified order with hymns and other details. It is **essential** that the Priest taking the service has a chance to see the text before it is finally printed. There are some copyright restrictions, but the Church has a Licence to overcome these issues. The Licence number must be printed on the service sheet. Older hymns are usually out of copyright, but newer ones have restrictions.

There is no need to print orders of service if you do not want to. The Church can provide hymn books.

### **How can we arrange the music?**

Our organist is Iain Macfarlane who will be happy to discuss and advise on organ music for processions, as well as helping with the choice of hymns. Iain will be able to advise on a choir singing at your wedding too. Please contact him on **Banstead 373416** for details. If you are getting married at St Stephen's, then please contact the organist there, who is Raymond Howden, (please ask the office for a telephone number).

### **Can we have Bells?**

Yes. We have a bell tower with an excellent set of bells. The bells can be rung before and after the service or just after the service. Please contact Margaret Bale, our Tower Secretary, for further information, on **Epsom 276554**.

### **How about access and facilities?**

If wheeled or flat access to the church is required, cars can be parked in the marked Disabled bays in the adjoining Grove Road. There is a pathway alongside the churchyard. Entrance is by turning left and entering through the North door.

There is a toilet at the back of the church.

Parking is limited. On the day of your wedding, the car park will be cordoned off for the wedding party only. There are several public car parks nearby, for your visitors.

### **Can we have a video recording of the service?**

Yes, subject to a Video permission fee, currently £53. Much of the material you record will be subject to copyright – that means your video material may never be sold or shown in public. The person taking your video must talk to the Priest before the service begins and it is most important that the service is not disturbed in any way.

### **Do we have a rehearsal?**

Yes, there is almost always a rehearsal arranged a few days before the wedding. This will be open to all those taking part in the service, if they are available. If a key person cannot be present at the rehearsal, instructions can be passed on to them.

### **What about flowers in the church?**

There is always a modest flower arrangement in church for the weekend. There will be an extra charge if you asked for more flowers. Please contact the Parish Office to discuss – 01372 722567. If you wished to use your own florist, this is perfectly acceptable, please arrange access via the Parish Office. Please note that no nails, screws or other fixings that will damage the fabric of the building may be used.

### **Marriage Blessing and Renewal of Vows**

If you are getting married elsewhere or you wish to renew your wedding vows, then a special service can be arranged.

### **Holy Communion**

Any of the services above can incorporate Holy Communion if desired. Please discuss this with the clergy.

## Fees 2010

### **Statutory Fees set by the General Synod of the Church of England for a marriage in Church**

	£
Marriage Service	260.00
Publication of Banns	22.00*
Marriage Certificate	3.50

### **Fees set by the Parochial Church Council for a marriage in this Parish**

Church 'facilities' which includes the fee for the Verger	183.00
Registrar's fee	42.00
Organist	80.00
Bells (before and after service)	132.00
Bells (after the service only)	85.00
Video Recording (permission fee)	55.00
Extra flowers by arrangement	POA
A choir by arrangement	POA

### **Fees payable to another Parish if the Banns have to be called there**

Publication of Banns	22.00
Certificate of Banns	12.00

### **A Blessing Service after a marriage elsewhere**

Use of the Church	183.00
-------------------	--------

### **Additional Marriage Certificate supplied at a future date**

Extra Certificate	7.00
-------------------	------

\* If a Licence is to be obtained then the Banns do not need to be called