

How much will it cost?

Standard fees for all weddings in 2016

Church (inc fees, banns, certificate & expenses)	£257.00
Minister (service)	£189.00
Organist if required (+ extra fee £20 charged if service videoed)	£80.00
STANDARD FEES	£526.00

Optional extras

Flowers	£120.00
Choir (~10-12 singers)	£120.00
Bells (~6-8 ringers)	£155.00
Organist <i>video supplement</i>	£ 20.00
EXTRAS (maximum)	£415.00



St Mary's Church, Cheadle

• Rector: Rob Munro •
• Associate Minister: Vacancy • Curate: Simon Donohoe •
• Operations Director: Nici Johnson • Administrator: Penny Evans •
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What do we need to do on the day?

i) What should I tell the photographer(s)? - Any photographs may be taken before and after the service. You are encouraged to appoint an official photographer, preferably a professional. *Only* he/she may take photographs (without flash) during the actual service itself from the bell tower platform (although during the entrance and exit is fine), and will be invited into the vestry to photograph a mock register signing. (*please ask them to introduce themselves to the vergers on arrival at church*).

ii) What if I am having a video? - Video recording is permitted, subject to certain conditions so as to prevent distractions. During the service the camera must remain static on a tripod on the bell tower platform. Filming is also permitted in the vestry after the signing of the registers. Un-manned cameras may be permitted from other places in the church building by arrangement in advance. (NB, for Copyright reasons, videoing the music incurs a small surcharge)

Please ensure that your video-photographer signs the declaration form available from the office (*which includes a copy of our guidelines*) before the day and introduces themselves to the vergers on the day. *Unauthorised people taking photographs or videos during the service may be asked to leave.*

iii) What do I tell the Ushers? - It is helpful to have roughly four ushers. They are responsible for welcoming guests, giving out service sheets, keeping reserved seats free, showing people to their seats, and collecting books and sheets afterwards. Tell them to advise guests about photography restrictions (*"not during the service"*) and about confetti (*"not in the churchyard, only on the road"*).

iv) When should we get there? - The groom, best man, and ushers should arrive at church 35-45 minutes before the service is due to begin. The bride should arrive ten minutes early, bearing in mind the time needed to take photographs before the service. Remember that traffic in Cheadle can be very heavy on Fridays and Saturdays, so allow for this. *If the bride is not present by ten minutes after the booked starting time, we reserve the right to cancel, postpone or shorten the service, so as not to delay other weddings on that day.*

Is there anything else?

The MB1 form you fill in asks for your future married address. We value this as it enables us to keep in touch with you. We have occasional annual services especially for couples who have been married in the church, and we'd like to invite you when they happen.

Many couples return in the future asking us to baptise their children. *We are happy to do so, but we can only do this for parents who regularly worship in the church, as the baptism promises include this.* However we offer a Thanksgiving service for welcoming children where a person is no longer an active church member or wishes to return to the church. We would be delighted if you want to become members, or to keep up your membership after marriage, please let us know now to avoid disappointment later on, inform us of any changes of address and ensure the bride fills in a new form in her married name. If you have any other questions, simply ask!

All you need to know about getting married in St Mary's Church, Cheadle — 2016

What should we be doing at this stage?

i) Confirm your booking —

PROVISIONAL BOOKING STAGE If you are making initial enquiries, you will have received this sheet at the same time that one of the ministers talked you through the arrangements for the wedding and filled in an MB1 form taking your personal details. If you did not confirm your preferred date and time of wedding at that meeting, you will need to do so by contacting the church office as soon as you can.

CONFIRMING BOOKING STAGE If you have previously completed the MB1 form, the latest version of these notes are sent to you in January, along with a letter asking for the rest of the information we require to finally confirm your booking. Please complete and return this as soon as possible, and note that **the decisions on requirements for bells, organist, choir and flowers will be taken as final at that time.**

ii) Come along to church — We invite you to attend church regularly on Sundays before and after your marriage. By doing so, you will have a chance to get to know the minister taking your service (and vice versa), as well as having the chance to think through the significance of a Christian wedding service.

The 9.30am and 6.30pm services are generally more geared to young adults than those at 8am and 11.15am, which are more traditional, but you are welcome at any.

There are also other groups that help build friendships, through the church: see the website for details, contact the church office or ask one of the ministers.

iii) Complete the preparation — Marriage is a life-changing, joyful commitment which needs thinking and working through. Our commitment as a church is to help enable your marriage to last a lifetime, so our expectation is you will want to prepare for it carefully and thoroughly.

We help people prepare for their marriage in two ways; **first** by helping couples explore together the dynamics of their relationship, and significance of their commitment, and **second** by carefully going through the service and its significance.

PREPARING FOR YOUR MARRIAGE— Each year we arrange a series of meetings to which all couples getting married in the year are invited—the Marriage Course. It meets informally in Café One (the café over Tesco) for six sessions, enabling couples in a relaxed, informal way, to explore their relationship together. There will be video input and conversation, but mainly facilitating couples to explore key aspects of marriage together in confidence with each other, covering areas such as communication, money, sex, family, work, conflict and hope. On the course will be a number of couples who have been married for a while, and is something many find helpful to do every 4 or 5 years in their marriage relationship. It is FREE for all who are preparing for their marriage.

The next course will be held in Autumn 2016 and we will contact you again with your invitation once the dates have been confirmed.

PREPARING FOR YOUR WEDDING SERVICE— As part of the Marriage Course, we will have a particular “Preparation Session” together with all the couples getting married this year, to go through the details of the service, and to finalise the legal and practical formalities, like music and hymns. It will also give you a chance to meet the person who will take the service for you. This will be on **Sunday 7th February 2016 3.30-6pm**.

iv) Complete the legal and practical arrangements — What are the necessary legal arrangements?

To marry in the local Parish Church, it is necessary to EITHER: **i) have ‘banns’ read** in the relevant churches, OR **ii) to have the necessary licence** permitting the marriage to take place in the designated church.

i) Banns — Banns are a public notice of your intention to marry. They are used in the following instances:

- 1) when one or both of a couple are **actually resident** (*ie names on civic electoral roll*) in the parish at the time of their first publication OR
- 2) when one or both of a couple are **on the current electoral roll** of that church (*which requires a person to have worshipped regularly at that church for at least 6 months*) OR
- 3) when there is a real, **“qualifying connection”** (*You will need to confirm you qualify with a minister; but qualifying connections are: if you were on Church electoral roll or baptised/confirmed at the Church, or have evidence of residence in the Parish for over 6 months; or your parents were on electoral roll or resident, or parents or grandparents were married in the church!*).

Banns must be read out in the church where the wedding is to be held, and also in **every parish of residency** on three Sundays before the wedding. So if you live outside our parish, you must arrange with the Church of England minister where you live for your banns to be read in that church, and then obtain a banns certificate for which a fee (currently **£41**) is payable to that church. *You must ensure we have this certificate in advance of the wedding day (preferably a couple of weeks before); we cannot legally marry you without it.* We read banns in the 9.30am and 6.30pm services starting six weeks before the wedding. Come along!

ii) Special Licence— In limited circumstances, if you want to marry in a church outside your own parish, but cannot satisfy any of the “qualifying connections”, yet have another real and tangible connection with the church, you can apply for a Special Licence (*2016 fee £310*). The CofE wants to help you find a way to marry in your preferred church but Special Licences are not automatically granted, so need to be planned at least a year in advance.

What are the practical arrangements we need to make?

By the time of the “Preparation Session” on the Marriage Course, you will need to have confirmed what optional extras you require: whether to have **Wedding Flowers, Bells, or the Choir**, by returning the letter that was sent to you (*it is usual, although not compulsory, to have an organist*). If you haven’t already notified the office you must do so at this stage. *We cannot always guarantee Bells and Choir during holiday periods or mid-week, but you are not charged if they are unavailable.* Once extras have been booked at that session, they will be charged for!

i) Choose the Music and Contact the Organist - There are normally two hymns (*sometimes three*) to choose, as well as music at the beginning & end of the service and during the signing of the registers. You may choose any hymn from our **Mission Praise Hymn Book**. In exceptional cases, other choices may be considered - but you must consult the minister responsible for your service as soon as possible for approval. We only allow ‘live’ music during the service, hymns or processions, rather than Downloads or CD’s.

The organist responsible for each wedding will be listed on the “yearly sheet” distributed ahead of the Marriage Course, as well as their contact details. They will gladly advise you on tunes for the hymns and on other music for the service. **We suggest you contact the organist personally at least 2 months before the wedding to ensure your music requirements are fully met.** (*Please note: final decisions regarding music lies with the Rector.*)

The church choir is available to give a good lead in the hymns, so unless you know that your guests will sing well, we recommend you book the choir. Do talk this over with the minister or organist if you are in doubt.

ii) Prepare the Order of Service — It is not necessary to print an order of service, you may use the church hymn books free of charge. If you prefer to have Order of Service cards printed, this is your own responsibility, but you **must** have a proof copy checked with the minister **before** printing, and ensure that sufficient are printed for the choir and any unexpected visitors to church as well as guests.

At the Preparation Session, different options for the wording of the service will be explained, so check your preferences with the minister taking your service then.

The rough running order for a service sheet is: *Entrance; Opening prayers; Hymn; The Marriage; Bible Reading; Address; (Optional hymn); Prayers; Hymn; Signing of Register; Processional.*

iii) Plan your flowers — There are flowers in church every Sunday. You are welcome to have these at your wedding at no cost (but you will have no input into what they are).

If you prefer to have special wedding flowers, we have a designated florist: **Spreadboroughs**, (*74 Cheadle Road, Cheadle Hulme: 485 1168*), and we will book them on your behalf. They will need to discuss colour schemes with you, co-ordinate colours between couples marrying in the same week (*white/ivory if no other colour is suitable*), and arrange the flowers (which remain in church for Sunday Services). **Other florists are not permitted.** We will ask you to pay us for the flowers with the other fees (see overleaf), and we then pay the florist. Please contact the florist early to discuss your requirements.

iv) Arrange the rehearsal — This is usually for the couple, best man, bride’s father and bridesmaids (*at least a chief one, if not all*), to walk through the service. You can fix this up with the minister conducting the service at the Preparation Session, but it is usually either a week before (*if local*) or the day before (*where participants travel for the wedding*).

v) Complete Payment — At least **three weeks before the wedding date**, pay the full amount by cheque (*payable to “Cheadle PCC”*), and send to the Parish Office.