Getting Married at

St Mary's Church Winchfield



2024 version

Issue 1.0 dated August 2024

Getting Married at St Mary's, Winchfield

Welcome to St Mary's Church.

We are delighted you are considering St Mary's for your wedding. Churches are special places and there are some things about a church wedding that you just can't get in a wedding held anywhere else.

Only in church can you say the vows which have stood the test of time and have been said from one generation to the next. You can combine the deep meaning of a traditional wedding service with your own personal choices of hymns and readings to create a celebration that will resonate with you both and give lasting memories.

With its idyllic rural setting and its simple, charming, appearance St Mary's provides a lovely setting for a wedding. The body of the church can accommodate approximately 130 people seated in the pews but we can place chairs in the tower area to increase seating capacity to a total of about 150.

If you live in Winchfield or have a family connection with Winchfield you can get married at St Mary's - you don't have to be a regular churchgoer, or to have been christened. If you have been divorced it might be possible to marry at St Mary's or have a Marriage Blessing (a service of Prayer and Dedication after a Civil Marriage). We are happy to discuss what options are available.

This booklet "Getting Married at St Mary's Church, Winchfield" has been produced to bring together all the information you need to plan for a wedding in St Mary's. But more detailed information and help is available on the internet; a particularly helpful site is the Church of England site for weddings: https://www.yourchurchwedding.org.

To book an interview with the clergy to discuss getting married in St Mary's please contact the the Benefice Office in St John's in Hartley Wintney by telephone on 01252 842215 or by email to office@stjohnshw.co.uk

Please don't hesitate to get in touch if you would like to find out more. We are here for you.

RULES & REGULATIONS
FOR MARRIAGES AT ST MARY'S CHURCH, WINCHFIELD

QUALIFICATION FOR MARRIAGE

To be married in the Parish of St Mary's, ***one*** of the following criteria must be met:

(1) Reside in the Parish

One or other of the parties to the marriage must be resident in the parish or be on the Church Electoral Roll. Please note that to be placed on the Church Electoral Roll you must be baptised.

(2) Have a Qualifying Connection

One or other of the parties to the marriage must a qualifying connection with St Mary's. A person has a qualifying connection with a parish if one of the following conditions is met:

(a) that person was baptised in the 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 the parish.

(b) that person has at any time had his or her usual place of residence in the parish for a period of not less than six months.

(c) that person has at any time habitually attended public worship in the 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 the parish for a period of not less than six months or habitually attended public worship in the parish for that period.

or

(e) a parent or grandparent of that person has been married in the parish.

The couple will need to provide details of a potential qualifying connection and discuss them with the parish priest to agree the nature and validity of the qualifying connection.

(3) Have a 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 Special Licence is granted. Please note that if you wish to marry by Special Licence, one of you must be baptised.

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 is currently £325.

(4) Have a 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. Please note that if you wish to marry by Common Licence, one of you must be baptised.

Common Licences are only valid for three months. The fee for a Common Licence will be around £200.

BANNS

If the qualifying criterion for the marriage is either Residence in the Parish or a Qualifying Connection with the Parish, then 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. Couples are required to be present when the Banns are read in St Mary's during the 10.30 am service.

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. However we are happy to discuss what options are available.

MARRIAGE BLESSING AFTER CIVIL MARRIAGE

A Marriage Blessing (a service of Prayer and Dedication) after a Civil Marriage is an option if you have been divorced. A fee will be payable to the Church in addition to the fees due for the civil service.

FEES FOR ADDITIONAL REQUIREMENTS

As well as the fee for the Marriage Service or for the Service of Blessing, additional fees are payable for extra facilities such as the services of an organist, bell-ringing, heating, flowers or the videoing of the service. Details are in the next section.

LEGISLATIVE CHANGES AFFECTING NON-EEA NATIONALS

Important 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 without a Superintendent Registrar's Certificate for each .

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 he "EVIDENCE OF CURRENT USE OF NAME" section 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 the "EVIDENCE OF CURRENT USE OF NAME" section 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 the "EVIDENCE OF CURRENT USE OF NAME" section 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).

EVIDENCE OF CURRENT USE OF NAME

The following documents may be used as evidence of the use of the name of the parties to the marriage:

(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 St Mary's, Winchfield is Nick Willmer whose details can be found at the back of this booklet. Please contact Nick as soon as your Wedding date is confirmed. If you choose to bring your own organist you are still required to contact Nick 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.

Nick will play through hymns and music for you and help you choose the music for your service. He 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. St Mary's also has the capability to play recorded music. This must be discussed with Nick 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 https://www.yourchurchwedding.org/article/hymns-for-your-wedding/

CHOIRS

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

BELLS

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

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 Benefice Office.

Your 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 copy 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 https://www.yourchurchwedding.org/article/wedding-ceremony-words/

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

PHOTOGRAPHY

It is requested that no flash is used during the wedding service. The use of cameras without flash and with 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.

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 Vicar before entering into any agreements. A legal fee (£100.00) is payable to the Church if a video is taken in the Church building and there is a form 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). If you would like to have your own special flowers, which most couples do, 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 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. These meetings are 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. The date of the next Marriage Preparation Day can be obtained from the Benefice Office.

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
Marriage Service	£531
Marriage Certificate	£18 each
Verger	£50

SERVICE OF BLESSING AFTER CIVIL MARRIAGE

Service for couples from this parish	£631
Service for couples not from this parish	£755

INCIDENTAL FEES

Organist	£100
Video	£100 (Permission form required)
Heating (as required)	£120
Visiting choirs/musicians	Couples' responsibility
Bells	£60
Parking (in adjacent field)	£60 (Pay direct to Andrew Goddard)

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 Benefice Office address.

Donations from couples or their guests are always welcome. Gift Aid envelopes are available in Church and collecting plates can be positioned near the door to receive donations.

USEFUL INFORMATION

SEATING

The body of the church can accommodate approximately 130 people seated in the pews but we can place chairs in the tower area to increase seating capacity to a total of about 150.

PARKING

St Mary's has a small Church car park that can accommodate about 15 cars. Parking on the road past the Church, Bagwell Lane, is not recommended as it is very narrow and there are sharp bends close to the church that restrict visibility. It is imperative that no car is parked on or blocking the long driveway to the Old Rectory. However parking can be arranged in the field adjacent to the church by arrangement with the farmer who owns the field, Mr Andrew Goddard whose details can be found at the back of this booklet. There will be a payment of £60 due to the Goddard's for this privilege. Access to the field is via the first gate to the left of the Old Rectory drive.

It would be most helpful if you could arrange to have parking ushers to direct guests to the proper parking spaces.

Please include advice about parking with your invitations.

TOILETS

Please note there are **NO TOILET FACILITIES** at St Mary's, Winchfield. However, it may be possible for Portaloos to be placed in the Graveyard. Please discuss this with the Benefice Office if you wish for this to be organised. The cost will be chargeable.

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.

REHEARSAL

Please arrange a rehearsal with the Clergy, 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 Benefice 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, Sarah Adams
✓ 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 Benefice Office for the Wedding balance.
✓ Meet the Organist to discuss music for the Service.
✓ Send draft Order of Service to the Benefice Office.
✓ Collect Banns Certificate from your Parish Church and send to Benefice Office (unless you are both resident of this Parish).
✓ Contact the Benefice Office to arrange a meeting to discuss and agree the Order of Service & book your Wedding Rehearsal.

St Mary's Church – Contact Details

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

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

Postcode of St Mary's Church RG27 8DB (for directing guests)

Clergy
Vicar: The Reverend Angie Smith 01252 842215
Assistant Priest for Winchfield: The Rev'd Sam Chandler 07387 477005

If you wish to meet with one of the Clergy, please contact the Parish Secretaries.

Church Wardens
Sarah Adams – 01256 702104 or email at churchwarden1@stmaryswinchfield.org.uk

Jeremy Shaw – Contact through the Benefice Office on 01252 842215 or email at churchwarden2@stmaryswinchfield.org.uk

Organist
Nick Willmer – willmern@gmail.com

Flowers
Gill Donnelly – 01252 844592
gilldonnelly@talktalk.net

Parking
Andrew Goddard, Hurst Farm, The Hurst, Winchfield RG27 8SL 01252 842218 or 07708 208531

Bellringing
Mr Kerry Mann - 01252 629407

Information about Weddings in the Church of England:
http://www.yourchurchwedding.org



THE CHURCH
OF ENGLAND

The Benefice of Hartley Wintney, Elvetham, Winchfield & Dogmersfield
Benefice Office, Fleet Road, Hartley Wintney, Hook, Hampshire, RG27 8ED
T: 01252 842215 | E: office@stjohnshw.org.uk |
www.stmaryswinchfield.org.uk