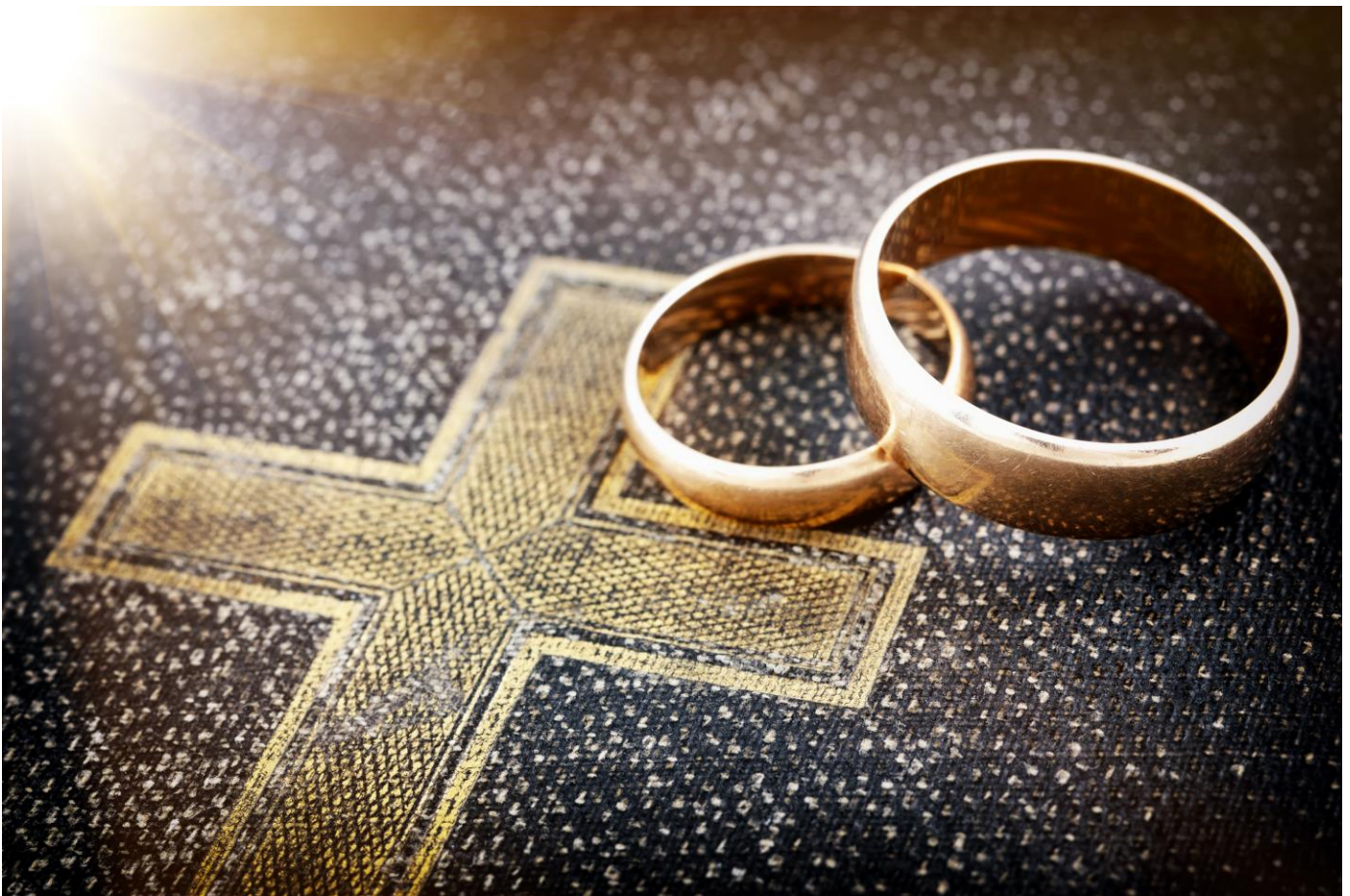




**ST JAMES' CHURCH
CHIPPING CAMPDEN**



Wedding Pack

**St James' Church
Church Office
Church Rooms
Calf Lane
Chipping Campden
GL55 6JQ**

Weddings at St James' Church, Chipping Campden

Thank you for your enquiry to be married at St James' Church. Enclosed in this pack you will find some facts which you need to know and which, we hope, will be of some help.

Before we can arrange your wedding we need to ensure you are legally permitted to marry in St. James'. You can marry in a Church of England church if you can show:-

That one of you:

- has at any time lived in the parish for a period of at least 6 months **or**
- was baptised in the parish concerned **or**
- was prepared for confirmation in the parish **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 the 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 the parish

If you do not currently meet any of these criteria it may be possible to become a regular worshipper which means that you must attend regular Sunday worship at least nine times before your banns are read. You will need to discuss this with the Vicar. As there are numerous couples attending church in preparation for marriage please make yourself known to a churchwarden, the vergger or the person leading the service so that we can record your attendance on your attendance card.

In addition, if you or your fiancé have already been married then you will need to discuss the breakdown of the previous marriage(s) with the Vicar before permission for a church wedding can be given. The Bishop has set out guidelines that need to be followed.

The following contact details are important. Please tell us of any changes or updates to your wedding plans.

| | | | |
|-----------------|---------------------|--------------|----------------------------------|
| Administrator | Elizabeth Jones | 01386 841927 | admin@stjameschurchcampden.co.uk |
| Vicar | Revd Craig Bishop | 01386 840671 | scriagbishop@hotmail.com |
| Music and Video | Mr Richard Stephens | 01386 700668 | rdstephens@gmail.com |

PERMISSION TO MARRY

Before your marriage you must provide the necessary legal permissions either banns or licence. When you meet with the vicar they will explain this process.

GETTING MARRIED BY BANNS

You are required by law to have your banns read for three consecutive weeks both at St James' and also, if appropriate, in the parish church where the marriage partner lives if he/she lives elsewhere. For banns read at St James' the charge is £37. If you also need a certificate there will be an additional fee of £19.

For banns to be read at another church you will need to make an appointment with the other minister who will give you a certificate stating that the banns have been read. This will cost you £56 in total (fee £37 and certificate £19). The certificate needs to be given to the church office before your wedding day.

Your banns will be read at St James' on Sunday morning services during the three months before your wedding, but not on the Sunday immediately before the wedding.

GETTING MARRIED BY LICENCE

If you are getting married by licence, please discuss this fully with the minister taking your wedding.

WEDDING CERTIFICATES

The church no longer present you with your marriage certificates on the day they are now sent from Gloucestershire Registration Services to your home address. To obtain your marriage certificate you must apply for it online after your wedding day at:

www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships/order-certificates/

Each marriage certificate will be sent to you via Royal Mail. There is also an express service available.

YOUR WEDDING AT ST JAMES' CHURCH

MUSIC

Please contact Richard Stephens, our Music Director, to discuss the hymns and the music at the beginning and end of your service. We no longer have a wedding choir at the church but you are welcome to arrange your own. Just let us know. Please ensure you have spoken to Richard at least 12 weeks before the wedding.

Tel: 01386 700668

Email: rdstephens@gmail.com

BELLS

Please confirm to our church office if you would like to have the bells rung at your wedding.

Tel: 01386 841927

Email: admin@stjameschurchcampden.co.uk

PHOTOGRAPHS & VIDEO

Photographs are an important part of a wedding. The photographer may operate freely up until the actual wedding begins and after the Blessing at the end of the service. Photographs are not permissible while the service is in progress, because they tend to disrupt the couple's enjoyment of the service.

You may video your marriage service. Wedding videos can take place on the following conditions:

- i) The person who operates the video camera remains stationary.
- ii) The recording is not copied or sold and is used only for domestic purposes.
- iii) Clearance is sought for the recording of any material covered by copyright.

For performing rights and copyright reasons there is a charge of £75 to video the service.

MARRIAGE PREPARATION

The minister who conducts your wedding will be meeting with you to prepare you. At your first meeting please bring with you your passports for identification purposes. If you do not have a passport then a photographic driving licence will suffice. There will be a rehearsal for the wedding, usually the day immediately before, in the late afternoon. We normally hold a Marriage Preparation Day on one Saturday in February to which you will be invited.

Weddings are an event which take a lot of preparation and organisation from all parties. To help with this we will only converse with the bride and groom. This reduces the number of emails, phone calls and confusion during this busy time.

FLOWERS

There are a large number of weddings at St James' church and these guidelines have evolved over many years to assist the smooth running of the church.

We ask that you only use one of the trained florists listed below, all of whom are local and know the do's and don'ts of St James'. Alternatively, you can use our church flower ladies. Please contact our church office if you have any questions.

| | | | |
|------------------|-------------------------|------------------|------------------|
| Abbie Digweed | Lisa Drinkwater Flowers | Charlotte Gabb | The Bay Tree |
| Cotswold Flowers | 3 Grafton House | Superflowers | High Street |
| | High Street | Broad Close Farm | Chipping Campden |
| | Chipping Campden | Weston Sub Edge | |
| 07875 814769 | 01386 840440 | 01386 841844 | 01386 840617 |

If you are removing some of the flowers after the service we ask that you leave one pedestal for services the following Sunday. If you are having flowers on the chancel wall we ask you to leave one pedestal in addition to the wall.

There are certain weekends when there can be more than one wedding. On these occasions we ask that your colour scheme be green and cream or white and that you agree with the other bride to choose one florist and share the cost of the flowers. Any colour you particularly want may be introduced in the pew posies, which can be quickly changed between the services.

We very much prefer you not to place bows on the ends of the pews for your wedding ceremony, but should you wish to do so please ensure that they are removed immediately after the service.

If you are having a large number of arrangements, i.e., the chancel wall and windows, it is your responsibility to ensure that they are cleared during the early part of the following week. Please liaise with our church office, to arrange a suitable time to do so.

The only archway to be decorated outside the church is the wrought iron lantern archway at the bottom of the path. No other temporary structures or attachments to the church are permitted. If you are decorating the archway into the churchyard we require it to be removed before the Sunday Service at 9.30am. Please ask your florist to liaise with our church office, to make arrangements for removal at a suitable time.

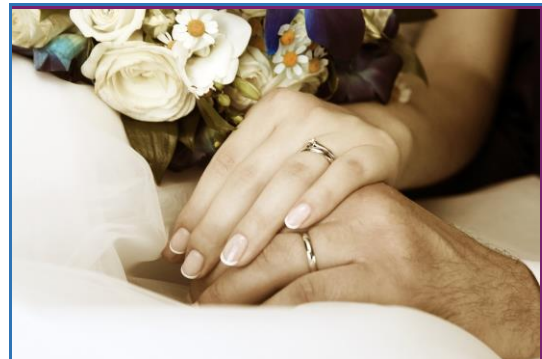
If you are to be married at the time of one of the great church festivals, i.e., Christmas, Easter and Harvest Festival, you may not be able to have your own choice of flowers, probably for a period of two weeks around each festival. No flowers are allowed in the church during Lent, although the Vicar may allow simple flowers for weddings if they are removed at the end of the service.

We do not permit trees, shrubs, candelabra or lanterns in the church. Candles on the window sills only are permitted for late afternoon weddings during the winter months as long as they are placed on the trays provided to prevent them from dripping on the stone surface. Please let our church office know if candles are to be used.

Opening Hours: the church is open between 11am and 3pm in the winter and 11am and 4.00pm in summer. Only by prior agreement, can it be opened outside these hours. Please contact the church office if you require different times.

FEES FOR WEDDINGS AT ST JAMES' CHURCH *(as at January 2025. Fees may rise at the beginning of each year)*

| | |
|---|-------|
| Marriage Service & Banns | £581 |
| Verger | £65 |
| Organist | £120* |
| Bells | £200* |
| Video Recording <i>(for copyright)</i> | £75* |
| Utilities <i>(during the winter months)</i> | £75* |



* *If you choose to use these services.*

If you are being married by licence there will also be a separate fee payable elsewhere – the vicar will advise you.

An invoice will be sent to you at least 6 weeks before your wedding day. Payment of the fees must be at least 10 days before your wedding date.

MODEL ORDER OF SERVICE

Many couples have a printed Order of Service prepared for their wedding. The purpose of this information is to help you and your printer in setting out the Order of Service by telling you what usually happens and making some suggestions. It is not meant to be a strait-jacket! I will be only too pleased to talk over variations with you. Get in touch if you have any ideas or problems you would like to discuss.

There is no absolute need to have a printed Order of Service because we can provide hymn books and the congregation will be able to follow the service quite easily.

Printers usually use one page as a title page. They each have their own ideas as to the precise layout and design. Do check carefully that they have spelt your names correctly and got the day and date right.

Please do not print your order of service until the officiating minister has had opportunity to see the final draft. If you are having a choir please don't forget to order 10 extra copies for them.

Now on to the service itself. By the time you are sorting out the Order of Service, you will have discussed the service with the officiating minister and the musical side with the organist.

First you put the piece of music to which the Bride is coming in.

Next you put the hymn.

Next you put a heading: THE DECLARATION

Under the heading please include the following:

*After N and N have given their consent to each other,
the minister asks the congregation,
Will you, the families and friends of N and N ,
support and uphold them in their marriage now
and in the years to come?*

All We will.

Next you put Reading(s): THE READING

If there are 2 readings the for example - 1 Corinthians 13
final reading is the one from
the Bible

Next you put a heading: THE ADDRESS

The Revd

Next you put your middle hymn (if you have chosen to have one).

Next you put another heading: THE MARRIAGE

you may include the following subheadings; the vows, the giving of rings, the proclamation.

Next you put another heading: THE SIGNING OF THE REGISTER

and a reference to any special music that will be played.

Next you put another heading: THE PRAYERS

Under this heading please print The Lord's Prayer in full.

Next you put your last hymn.

Next you put:

THE BLESSING

Finally you put the piece of music which you have chosen for when you walk down the aisle.

Please remember -

Always check spelling carefully

Do not hesitate to get in touch with the Vicar if in any doubt or if you have any ideas that you would like to include

Send a draft to the vicar before printing

Your wedding is one of the most special days you will share and we are keen to ensure that it is everything you hope for here at St. James'. If you have any further enquiries please do not hesitate to contact our Administrator, who will be happy to help you.

We hope that our pack has been helpful and very much look forward to receiving your completed application form along with a photo of each of you.

With every blessing for your future from all at St James' Church....

WEDDING APPLICATION FORM

| | | | |
|--|-------------------------------|----------------------------------|---|
| Day and Date | | Time | |
| We don't provide a choir but you are welcome to bring your own YES/NO | Bells Required? YES/NO | Organist Required? YES/NO | Are you organising flowers for the church? YES/NO Are you videoing inside the church? YES/NO |
| Officiating Priest | | | Name of Organist |
| Name of Florist | | | Name & Tel of videographer |

| <u>Personal Details</u> | GROOM | BRIDE |
|---|--------|--------|
| Full Name | | |
| Preferred Name | | |
| Address (please let us know if your address changes before your wedding day) | | |
| If not resident in parish, reason for permission to marry here | | |
| Phone | | |
| Email | | |
| Date of Birth | | |
| Have you been married before? | YES/NO | YES/NO |
| If YES, previous partner still living? | YES/NO | YES/NO |
| Have you ever been in a civil partnership? | YES/NO | YES/NO |
| Occupation / Profession | | |
| Are you a foreign national? | YES/NO | YES/NO |
| Are you on the Electoral Roll of St James'? | YES/NO | YES/NO |
| Name of local church and parish where you live - go to www.achurchnearyou.com | | |

| | | |
|--|--------|--------|
| Are you related to one another or connected by marriage? | YES/NO | YES/NO |
| Father's name | | |
| Occupation/Profession | | |
| Are they deceased? | YES/NO | YES/NO |
| Mother's Name | | |
| Occupation/Profession | | |
| Are they deceased? | YES/NO | YES/NO |
| Parent * | | |
| Occupation/Profession | | |
| Are they deceased? | YES/NO | YES/NO |
| Parent * | | |
| Occupation/Profession | | |
| Are they deceased | YES/NO | YES/NO |

For the purposes of data protection law, the data controller is the Minister of the parish, **Revd Craig Bishop** and the **PCC Parochial Church Council of Campden** ("PCC"), who will use the information on this form to ensure that the legal requirements relating to the marriage are compiled with and to make arrangements for the wedding ceremony. The Minister and PCC will only share the information with those who need to see it for those purposes. Your data may be stored on behalf of the Minister, or the PCC either on systems owned by the Archbishops' Council of the Church of England or other software. After your wedding, your church would love to keep in touch with you on anniversaries and to let you know about services and events that may interest you. If you are happy for the church to keep in touch with you in this way, please tick this box:

*A parent could be a birth parent or adoptive parent or step-parent (step-parent must be, or have been, married to your mother or father). Please contact us for more details if you are unsure.