



Your Wedding Getting Married at St John's



The Revd Beverley A Mason MA
Vicar

The Vicarage
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Many congratulations on your forthcoming marriage and I am delighted that you are looking to be married at St John's. When the Victorian architect Loughborough Pearson, designed St John's he intended it to be so beautiful that it brought people to their knees in worship. We believe Pearson achieved this and with the magnificent Lewis organ which fills the church and the bedrock of prayer and praise which is the spiritual foundation of this place, you are assured an awesome experience.

This booklet attempts to answer some of the main questions you may have concerning getting married in church. If you have any others, please do not hesitate to speak to me about them.

Eligibility:

There are a number of criteria you must fulfil in order to be eligible for marriage and we can explore these at our first meeting. Provided that neither partner is already married, the main criteria are:-

1. Couples must be over 18 years of age on their wedding day.
2. At least one must be resident in the Parish; OR one or both of you are on the Electoral Roll (This is the register of Church members). If you do not live in the Parish, you may apply for membership if you have been a regular worshipper for at least 6 months; OR in exceptional circumstances, Common/Special Licence is issued. If you live outside the Parish and you have been worshipping regularly at St John's, but you are not on the electoral roll, please speak to the Vicar about getting your name added. If you are planning to change address prior to the wedding, again, please keep the Vicar informed. Proof of residency will be required of you.
3. If you are not sure which is your parish, you can do a parish search on:
www.achurchnearyou.com/parishmap.php

In any case, do speak to the vicar!

THE BANNS

Banns are called within 3-months of your wedding on three consecutive Sundays at the 10 o'clock service and you will be advised when this will be. Please come to church to hear them and make a point of introducing yourself to the stewards at the door. The church family will be praying for you as you prepare for your wedding and it's always good for us to put a face to a name! And if you can, please do stay for refreshments after the service.

AWAY BANNS

If either of you live outside the Parish of St John's, you will need to get the banns called in that parish as well as at St John's. Contact the parish priest well in advance (at least 4 months prior to your wedding) to arrange the calling of banns. When the banns have been read and completed by the parish priest, you must collect the certificate and give it to the Vicar of St John's—at least a fortnight before the wedding.

When banns are called in more than one parish, there will be more than one sets of fees. These fees vary every year. Please check with the Vicar for current fees.

DEPOSIT

When you book your wedding, you will need to complete a Banns Application Form and pay a non-refundable deposit of £100. The deposit secures your date in the Church and will be deducted from the final invoice prior to your wedding.

WEDDING INTERVIEWS AND REHEARSAL

The Vicar will want to arrange a series of meetings with you prior to your wedding to talk about you and your wedding, as well as arrange dates for marriage preparation classes and to fix a date for the wedding rehearsal. At your first meeting, please bring :

- i) Birth Certificate
- ii) Baptism Certificate
- iii) Proof of identity (eg passport or driving license)
- iv) Proof of address.

WEDDING PREPARATION

It is part of the parish policy that anyone getting married at St John's becomes a worshipping member of the congregation at least up until the date of marriage and that they undergo marriage preparation. Presently, we are using the Marriage Course material which runs over 7 weeks (one night per week). You will be advised of when the next course is taking place.

FLOWERS

Your wedding fee includes 2 pedestals of flowers. If you would like particular types or colours of flowers then our flower team will do everything they can to oblige. This will, however, incur a fee which you will need to negotiate with the team. It is up to couples to contact our flower co-ordinator, Margaret Cunningham (telephone number: 020 8244 6231). Please speak to Margaret in plenty of time. Please note, the Church policy is that only our own flower arrangers decorate the Church.

MUSIC & READINGS

The Vicar will be happy to help you select appropriate music and hymns to tailor-fit your wedding and a leaflet of suggestions is available for your use. The Master of Music, Mr Adrian Adams, is generally available immediately after the 10am Sunday Mass, to discuss your choice of music and any special requests and give you an opportunity to hear what it sounds like in the church.

PHOTOGRAPHS IN CHURCH

In order that the photographs do not impinge upon the service, we have a strict policy of no flash photography and no walking about with a camera. Instructions to the photographer are enclosed with this pack and an adherence will ensure that you get the photos you want. Please will you ensure that the photographer receives these instructions.

Video recording is permitted, subject to a approval, however, we regret that due to copyright law this will incur an additional fee. (Note: This does not apply to flash photography.)

WHAT IT WILL COST

The fees set out below are for 2010. There is a slight increment each year. For future years, please speak to the vicar.

	£
Statutory Fee	260
Marriage Certificate	12
Publication of Banns	<u>22</u>
Total Basic Fees	<u>294</u>
Service Charge	*300
Organist	<u>100</u>
Total	<u>£694</u>
 <i>Additional Fees</i>	
Choir	120

** Service charge includes wedding preparation, a printed order of service, verger's fee, candles, a contribution towards 2 pedestals of flowers, organ fund & cleaning, .*

FEES

A non-returnable deposit of £100 is required to secure a date for your wedding. The outstanding balance is required no later than 3 months prior to the wedding or by the first reading of the Banns. Cash or cheques made payable to **St John the Evangelist, Upper Norwood** are acceptable.

LATE START

St John's has been experiencing on-going problems with the Bride or Groom arriving late for their wedding. I am sure you understand this can have a terrible knock-on effect with regard to other commitments. Please be advised that the organist and staff are contracted for one and one-half hours from the contracted start time. We regret to advise you that after this time, they are no longer contractually bound and may leave. A surcharge may be incurred for late starting.

I look forward to meeting with you and discussing your wedding in more detail. In the meantime, may God bless you and guide you as you prepare for this next and very exciting chapter in your lives.

With my best wishes

Revd Beverley



St John's Unity Candle



Please tear off this page, complete it, enclose your deposit and return to :-

Revd Beverley A Mason
St John's Vicarage
2 Sylvan Road
Upper Norwood
SE19 2RX

WEDDING DEPOSIT

Please find enclosed *cash / a cheque payable to St John the Evangelist, Upper Norwood*, the total sum of £100, as the deposit for my wedding on:-

Date of Wedding: _____

Time of Wedding: _____

Name of Couple: _____

Address: _____

Telephone: _____

Email: _____



Please tear off this page, complete it, enclose your final payment within 3 months of your wedding and return to :-

Revd Beverley A Mason
St John's Vicarage
2 Sylvan Road
Upper Norwood
SE19 2RX

OUTSTANDING WEDDING BALANCE

Please find enclosed *cash / a cheque payable to St John the Evangelist, Upper Norwood*, the total sum of £ _____, as the deposit for my wedding on:-

Date of Wedding: _____

Time of Wedding: _____

Name of Couple: _____

Address: _____

Telephone: _____

Email: _____

