



St Mary's Ewell

www.stmarysewell.com

Getting Married at St Mary's, Ewell

(VERSION: March 2015)

This booklet is a guide to some of the practical questions about planning your wedding at St Mary's, Ewell. The priest who is marrying you– usually Russell, Sue, Patrick, or John– will be able to talk through with you all of the decisions you have to make, but this booklet is offered as a handy reference.

The Legal Stuff

If you are going to be married in church the law requires a 'legal preliminary': banns read in church, a marriage licence, or a superintendent registrar's certificate. We will explain the options at an early stage before your wedding booking is confirmed, and what paperwork we need.

If you are going to be married by banns, they will be read at St Mary's on three Sundays, usually at the 9.30am service, some time in the three months prior to your wedding. You can contact the office if you would like to know exactly when. **IMPORTANT: Unless you both live in St Mary's parish, you will also need to have banns read on three Sundays in the three months before your wedding in the parish or parishes where you each live. You will need to arrange this directly with the church(es) in question, and show us the certificate(s); the wedding cannot legally go ahead if this is not done.** Banns do not have to be read at exactly the same time in the different churches.

As of March 2015, marriage by banns or a common marriage licence is only open to EEA nationals (i.e. Europeans). The clergy will need to see your passport and record the passport numbers. Please let us know if this presents a problem. Non-EEA nationals will have to apply for a superintendent registrar's certificate.

Fees

You should receive a notice of fees with this booklet. We ask for wedding fees to be paid one month in advance of the wedding. Please confirm the final amount with the Lynne Yuille in the parish office (0208 393 2643 or parishoffice@stmarysewell.com) when you have decided on which optional extras you would like. All cheques should be made payable to: St. Mary the Virgin, Ewell and sent to St Mary's Ewell Parish Church, London Road, Ewell, EPSOM, Surrey, KT17 2AY. They can be delivered personally to the office which is on the right side of the church building coming from London Road.

Marriage Preparation

We'll invite you to two marriage preparation events and hope you will attend both. The first is a weekday evening drinks reception, which is an opportunity to

meet the priests, and some of the other couples getting married around the same time.

The main wedding preparation event is usually a Saturday daytime: it's a chance to think about the real meaning of marriage and what you want from your marriage service. There are several presentations, a chance to share ideas with other couples getting married, lunch, and a chance to hear some of the possibilities for wedding music played.

As well as the marriage preparation events, you will meet with the priest who will be marrying you, usually twice and then again for the rehearsal in the week before your wedding. At the meetings, we'll discuss the details of the marriage service, and also marriage generally.

During the marriage preparation process, we'll give you a form which you can use to specify the options and details you would like for your wedding service. If possible, please return this at least two months before your wedding day, as we are more likely to be able to accommodate your wishes the sooner we know!

Forms of Service

Choice of Marriage Service

For a marriage in church to be legal, one of the authorized forms of service must be used, and must be followed closely. In particular, it isn't possible to vary the vows.

You can also choose whether or not you would like Holy Communion as part of your marriage service, which would come at the end of the service. This is warmly recommended for couples who usually receive Holy Communion in church.

Common Worship: The vast majority of couples choose to use the "Common Worship" marriage service. You can find the Common Worship service at:

<http://www.churchofengland.org/prayer-worship/worship/texts/pastoral/marriage/marriage.aspx>

Prayer Book: The other permitted form of service is a modified form of the Prayer Book marriage service in 17th century style language,

<http://www.churchofengland.org/prayer-worship/worship/texts/1928/series-one-form-of-solemnization-of-matrimony.aspx>

Readings

Weddings according to the 'Common Worship' service include readings. There must be at least one reading from the Bible. Some suggestions are here:

<http://www.yourchurchwedding.org/your-wedding/readings.aspx>

You can choose a second Bible reading, or you can include an additional reading or poem from another source. A non-scriptural reading doesn't have to be religious. You could also pick a reading in another language. The priest will need to agree the choice of readings in advance of the service.

Many couples invite a friend or family member to read, but if you prefer you can ask the priest to read the Bible reading.

Music

You can choose music for the service with the agreement of the priest and the Director of Music.

Most couples ask for the organist at their wedding, and many ask for a choir also. (Both the parish choir and St Mary's Singers can sing at weddings; very occasionally neither might be available). The choir will lead the congregation in singing the hymns, and will also sing something during signing of the registers. The fees table explains how much this will cost.

Some suggestions are below. If we agree on a piece of music not on the lists below, you may need to provide the printed sheet music if we don't have it.

Hymns

If you want hymns at your wedding, two or three work best: one at the beginning, one at the end, and optionally one in the middle. If you plan a small wedding it is perfectly fine not to have any hymns.

Some favourite hymns for weddings are:

- Come down O love divine
- Jerusalem
- Love divine, all loves excelling
- Lead us, heavenly Father, lead us
- Lord of all hopefulness
- Make me a channel of your peace*
- Morning has broken*
- O, praise ye the Lord
- Now thank we all our God
- Praise my soul, the king of heaven
- The king of love my shepherd is
- Tell out my soul*
- Guide me, O thou great redeemer
- Angel voices ever singing

Hymns marked with an asterisk * are in copyright at the time of writing and can only be reproduced with permission (see later in this booklet for more details on this). You can find words and tunes of hymns at websites like <http://www.cyberhymnal.org>

Something to bear in mind: The St Mary's setting, and the style of our organ (and choir, if they attend) tend to work best with fairly traditional music. If you are planning on a traditional wedding march at the beginning, for example, this works best when followed by a rousing first hymn such as those listed above.

Organ Music

It's traditional to have music at the beginning and the end of the service for the procession in and out. It's perfectly fine to leave this to the organist, who knows what works well on St Mary's organ. If you want to choose, the most popular are:

Arrival of the Bride

- Arrival of the Queen of Sheba, *Handel*
- Hornpipe from the Water Music, *Handel*
- Trumpet Tune in D, *Purcell*
- Trumpet Voluntary from Op. 6, No. 5, *Stanley*
- Grand March from *Aida*, *Verdi*
- Bridal Song from 'Lohengrin', *Wagner*

End of the Service

- Toccata, *Dubois*
- Hornpipe from the Water Music, *Handel*
- Wedding March from 'A Midsummer Night's Dream', *Mendelssohn*
- Trumpet Voluntary from Op. 6, No. 5, *Stanley*
- Grand March from *Aida*, *Verdi*
- Finale from Symphony No. 1, *Vierne*
- Toccata from Symphony No. 5, *Widor*

(You can hear many of these on youtube or itunes:- but remember, they'll sound much better on our pipe organ than on your computer speakers! Often, our organist is available to demonstrate some of these on the marriage preparation day.)

During the Signing of the Registers

During the signing of the registers, the organist will play music, or if the choir is present, they will sing an anthem. Favourite anthems for weddings include 'For the beauty of the earth' or 'The Lord bless you and keep you' by Rutter, or 'Jesu,

Joy of Man's Desiring' by Bach. Other anthems are possible too, but depend on what singers are available and will need agreement with the Director of Music.

As an alternative, the church has the facility for a CD of your choice to be played. We strongly recommend trying it out on our equipment before your wedding day (e.g. at the rehearsal at the latest) especially if it has been downloaded or burned.

Vergers Services

One of our churchwardens or their assistants will open up the church at least half an hour before the service. They will assist the ushers, direct any of your guests who need the loo or any assistance, and be available to deal with any passers-by who come into church during the wedding service. They will ensure the church is kept open for you for a few minutes after the service. Strictly speaking we are required to offer a vergers as an optional extra, but it is very strongly recommended for all but the very smallest weddings with just a handful of guests.

Flowers

Our church flower arrangers will provide a large display of flowers near the place where the actual wedding takes place. An additional three-tier arrangement, an arrangement of flowers around the top of the font, and pew-ends are also available. (Most couples leave the arrangements in place for the church services the following Sunday; we'll assume this is what you are doing unless you let us know at the time of booking that you plan to take them away.) You can specify what colour you'd like on the form, please note any other special requirements there also. Fees for all of the above are available on the fees sheet.

We don't normally have flowers in church during Lent, but we make an exception for weddings, as weddings are rightly a great celebration whatever time of year they take place.

Photography

Photographs are an important record of the happy occasion. It works best if the photographer can meet with the priest a few minutes before the service begins (or, even better, at the rehearsal), as we can point out where they will get the best shots. If that is not possible, it's helpful for them to be in touch by telephone instead. Here are the things that photographers need to know:

- Photographers should be careful not to delay the start of the service.
- Flash should not be used before the end of the service.

- The west gallery is a good place to take photographs (NB only the official photographers are allowed up there, not other guests, and for safety reasons, no-one is allowed in the front row of the balcony at any time.)
- The photographer may move around the back of the church during the course of the service, as long as care is taken not to interfere with the marriage service, and the couple, congregation, and priest are not distracted. Most professional photographers are very sensitive and don't disrupt the proceedings at all.
- At the signing of the Registers, it works best if the actual signing is done first, and then you pose for photographs immediately afterwards.
- If the wedding starts promptly, there is plenty of time between weddings, and most couples appreciate the opportunity at the end of the service for photographs to be taken at the church door.
- Other guests are asked to leave the photographs to the designated photographer and they may not use flash during the service.

We hope the sun will shine on your wedding day. If it is raining at the end of the service, you are very welcome to stay in church and have your photos taken there. The church provides a beautiful setting for any photos your photographer may wish to take.

Videoing the Service

You may choose to record your service for private purposes. In line with national guidelines, higher recording fees are paid to musicians when services are recorded.

If you opt to make a video (or audio) recording of the service, it is your responsibility to ensure that Copyright Law is followed.

Generally speaking, the same rules apply as for still photographs (see above); the west gallery provides the best view. As with photographers, please ask the videographer to speak to the priest before the service. Other guests may not use videoing equipment.

Service Booklets

You are invited to prepare your own service booklets for your wedding guests: most guests like to keep the booklet as a keepsake after the wedding. Overleaf is a sample for a wedding according to Common Worship:

St Mary's, Ewell

The Marriage of
Jane Smith and John Brown

15th August 2015

At the entrance of the bride: (Organ music and composer)

WELCOME

Hymn (printed out in full)

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.**

READINGS

(may be named or printed out in full)

SERMON

Hymn (printed out in full)

THE MARRIAGE

During the signing of the Registers, the Choir will sing an anthem (or) During the signing of the Registers, there will be organ music.

Hymn (printed out in full)

PRAYERS

Let us pray with confidence as our Saviour has taught us

**Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power and the glory,
for ever and ever.
Amen.**

BLESSING

At the final exit: (the name of the organ music and the composer)

IMPORTANT– *See the note about copyright on the following page. You may need to include this line:* All songs covered by CCLI have been reproduced under the CCL Licence No. 6486

You can discuss the exact details of your order of service with the priest, and it is very important to send a copy of the final draft of the booklet to the priest to be checked before you print it (email or post).

If the choir is singing at your wedding, please remember to produce some extra copies for them to sing from.

Copyright: If the words of the hymns you include are copyrighted legal permission must be obtained before reproducing them in orders of service. This is a legal requirement which we can't overlook, not least because churches can be receive hefty fines for breaking the law.

However, it's usually easier than it sounds. St Mary's has a licence, and if you are using copyrighted hymns, you are welcome to use our own copyright licence. In which case, you only need to include author, date and owner details underneath each hymn with the following acknowledgement somewhere in the sheet: "All songs covered by CCLI have been reproduced under the CCL Licence No. 6486".

Instead of making your own booklets, you are very welcome to use the church's hymn books, but you will of course need to choose hymns which are included in the hymn books we have.

Bells

The church bells can usually be rung at the end of the wedding service for the indicated fee, to mark the joyous celebration of your wedding. Please indicate on the 'choices' form.

Rehearsal

You will need to agree a time for a rehearsal in church with the priest. Some time the week before is usually best.

Who should come to the rehearsal? The bride and groom, definitely. If at all possible, the best man and chief bridesmaid. If anyone is doing a reading, and would like to practise, they would be most welcome. Other than that, it is best to keep the group relatively small. If you have produced a printed order of service, please bring some (or all) of the copies to the rehearsal.

Church hall

Our church hall, opposite St. Mary's, is also available for hire for an additional fee. It's sometimes used to welcome guests before a wedding, or to share light refreshments afterwards. Please get in touch if you'd like to find out about booking; if the hall is available we can let you know about the charges and send you a booking form.

The day itself

The most important thing for you to concentrate on is that you all get to the church on time, with the rings! Don't worry about remembering what to say or do, the priest will guide you through the service, and any questions you might have will have been dealt with at the rehearsal.

Despite the folklore traditions about the bride being late, please ensure the wedding can begin on time. Of course we will always try our best to accommodate events beyond anyone's control, but the organist and choir are only being paid for the usual length of the service, and they, and the priest, may have other weddings or engagements to get to. In cases of serious lateness, as a last resort, a wedding might have to be postponed: though we've never had to do this and hope we never have to, we would have to retain some or all of the fees in this situation.

Confetti: We are happy for your guests to throw biodegradable confetti outside the church, but not inside.

Changes of Plan

If it becomes necessary to change the date or time of the wedding, please contact the parish office by telephone (0208 393 2643, Monday to Friday, 9.30-12). When we have mutually agreed a new date and time, please then confirm in writing; the re-arrangement is only confirmed once we have acknowledged the written confirmation. If a wedding is cancelled, again, we ask that you confirm this in writing. If a wedding is cancelled with less than one month's notice, we reserve the right to charge some or all of the fees for the organist, choir, bell-ringers, vergers, and flowers.

A Prayer for Engaged Couples

Lord, we give you thanks for the love we share, and for bringing us together. Teach us to prepare for our wedding by an increase of love towards each other, by an increase of generosity to others and by the prayers we make for a long and happy life together. Bless all those who are helping us to prepare for our wedding. Keep us good-humoured and joyful as the day draws near. Teach us to grow in love for one another, and for you, all the days of our life together. We ask this through Jesus Christ our Lord. Amen.

Keeping in Touch

You can phone the parish office on 0208 393 2643 (open 9.30-12 Mon, Tue, Wed, Fri) or email parishoffice@stmarysewell.com

We'll give you the contact details for the priest taking your wedding. You can email the Vicar, the Revd Russell Dewhurst, directly on vicar@stmarysewell.com and phone him on 020 8393 1297; the Revd Sue Ayling can be emailed at assistantpriest@stmarysewell.com or phoned on 0208 337 6347. The Revd John Baxter can be emailed at revdjohn@virginmedia.com or phoned on 020 8224 5035.

You are always welcome at services at St Mary's: the main service is at 9.30am every Sunday, but there are several services every Sunday. See the noticeboards or the website at www.stmarysewell.com for more information. We also have a Facebook page: <https://www.facebook.com/stmarysewell> Please "Like" the page, and share some photos of your special day there!

And may God bless you in all your wedding preparations!