

## Table of costs

Publication of Banns of Marriage (per parish)	£ 36.00†
† note that banns may need to be read in more than one parish	
Certificate of Banns of Marriage where applicable	£ 18.00
Marriage Service	£662.00
Provision of sound system for use of recorded music add	£ 45.00
Provision for church heating (from October to March) add	£ 80.00
Organist	from £100
Flowers (depending on season)	
Pedestal arrangement	from £90
Table or window-sill arrangement	from £80

Please note that our costs are revised annually. They include an element for lay costs (verger and clerk). A non refundable deposit of £100 is required to secure a booking which should only be made once the Rector/Vicar has agreed to the marriage taking place in St Britius Church.

### Useful Contacts

Team Rector - Rev Andrew Tweedy  
The Rectory, 6 Burford Road, Carterton, Oxon OX18 3AA  
eMail: revdrew61@gmail.com. Tel: 07393 182093

Dr Phil Holmes ( Churchwarden) & Mary Holmes (Flowers),  
Church Farm House, Carterton Road, Brize Norton, Oxon OX18 3LY  
eMail: p.holmes@brizenorton.org Tel: 01993 843856

Mrs Carolyn Peach (Treasurer),  
52a Station Road, Brize Norton, Oxon, OX18 3QA  
eMail: cpeach.uk@btinternet.com Tel: 01993 844102



**St Britius Church, Brize Norton**

# Practical Guide to Your Marriage 2024

# St Britius Church

## Practical Guide to Your Marriage

We are pleased that you have chosen St Britius for your marriage ceremony. These notes, we hope, will help you to organise the day and make your celebration complete. Please be aware that there may be COVID 19 restrictions, for example use of face masks and a limitation in numbers attending. Please heed any restrictions that may be in place at the time of your wedding..

### Information Required

Before we confirm your wedding date we need certain information about you as required for the banns and wedding itself. A form is provided as part of this guide and should be completed and four copies should be made and sent to the Rev Andrew Tweedy, Rev Ian Howard, Carolyn Peach and Phil Holmes (addresses on last page of this guide). If you require any explanation please ask. Any change of address or other details must be notified to ensure everything is correct at the time of banns/marriage.

### Publication of Banns of Marriage

If you live in different parishes, your banns of marriage need to be read in both parish churches.

At St Britius, banns will be published during morning service at 9.15 am on three consecutive Sundays preceding the solemnisation of your marriage. The first publication will normally be about six weeks before the marriage service. We welcome you and your family and friends into church to hear your banns read.

There is a statutory charge for the publication of banns (see back page).

### Rehearsal

A rehearsal during the week prior to the wedding will be arranged between you and the minister. This will cover the main points of the service and will require the presence of the bride and groom, the parents of both bride and groom where possible, the best man, the person giving the bride away if not the bride's father, bridesmaids, pages, flower girls and ushers. The readers might also wish to come to the rehearsal. The purpose of the rehearsal is to make sure everyone feels happy with their role in the proceedings but this does not preclude family and friends who would like to be there.

### Confetti

Please make sure that the ushers know that no confetti is to be thrown in the church or in the churchyard. Confetti can only be thrown beyond the gates. The confetti must be biodegradable.

### Wedding Blessings

To all intents and purposes a wedding blessing is the same as a marriage service without signing a marriage document. There are no banns and certificate. With the exception of these items our charges are the same as for a marriage service.

### Same Sex Couples (a personal note from the Rector)

*I am a strong advocate for the full and unconditional acceptance of LGBT people and marriage equality. Sadly, the Church of England does not yet allow its Ministers to conduct same-sex weddings, however I am permitted to offer prayers in support of same-sex couples. As well as offering this service, I will continue to campaign for a change in the Church laws until full equality is achieved.*

## **Payment**

The basic costs for a marriage service are laid down by the Church of England (Table of Parochial Fees) and include the banns and the marriage service. Where appropriate, you will be asked to pay for the organist. An invoice will be provided by the Treasurer and payment must be received by her at least 2 weeks before the wedding date. If payment is to be made by cheque, this should be made payable to 'Brize Norton PCC'. Alternatively the fees can be paid by cash or BACS transfer (details of our bank account are provided on the invoice).

The costs of any flowers will be settled separately as agreed with Mary Holmes (contact via Dr Philip Holmes see back page) and payment will be required before any flowers are ordered.

See back page for costs.

## **Bells**

We have a chiming mechanism for our bells to allow them to be rung for weddings and other services. Please ask if you would like bells to be rung at your wedding.

## **Application for Special or Common Licence**

If you are a foreign national or hope to be married in a church where you have no connections, you may need to apply for one or other of these licences. If this is the case, contact the clergy to get advice and the necessary information to help you.

## **Certificate of Banns**

If you are getting married in St Britius Church and if one set of banns has been read in another church, the minister needs to see a certificate of banns from that church prior to your marriage.

If you are not getting married in St Britius Church you will need to provide a certificate of banns to the minister conducting your wedding service. This certificate will be provided on request and incurs a statutory cost over and above the publication of the banns. (see back page).

## **Marriage Service**

As you may know, from June 2021 H M Government changed the rules for the issue of marriage certificates. You will not receive a marriage certificate immediately following the signing of the register during the marriage service in church. Instead, the minister will complete a marriage document which you will have to sign during the service and he will sign and send to the local registrar for inclusion in the national marriage register. In due course you will be able to ask the registrar for a copy of the marriage certificate. You will find a sample form of the marriage document on page 5.

All the other arrangements are as before. In lieu of a formal marriage certificate the minister will give you a non-legal "wedding certificate" prepared by St Britius as a memento of your wedding in St Britius.

## **Your Order of Service**

You will need to choose the hymns and readings (at least one must be from the bible). The running order for the service is provided by the minister. You may like to use a picture of the church on your Order of Service. A choice of pictures along with details of the church's 900 year history can be found at [www.bncommunity.org/bnchurch.htm](http://www.bncommunity.org/bnchurch.htm)

## **Music**

We can arrange for an organist to play (see back page or the likely fee). However if you have someone who can play the organ we can liaise with them about access for practice.

It is important to make your choice of hymns at an early stage and to liaise with the organist about the specific tunes and the music for coming into church, during the signing of the marriage document, and going out of church. This can be done through the minister or directly with the organist.

If you prefer "canned" music we can set up a link to our PA system.

## **Photographer/video**

Your photographer will be allowed to take photographs in the church at certain points in the service. This will be agreed between yourselves, the photographer and the minister. Likewise video recordings can be made.

Photographs can be taken outside the church and, during inclement weather, inside the church after the service.

If your wedding happens to be on the same day as another wedding, we will need to liaise between wedding couples as to shared costs and differing colour schemes.

## **Timing of your Service**

The wedding service is approximately 50 minutes long, however in organising your reception we recommend you to allow 2 hours from the start of the wedding service to before the reception begins plus any travelling time from St Britius to the reception. This will allow for photographs in and around the church.

## **Witnesses**

You will need to invite two of your friends or family to be witnesses to your wedding and to sign the marriage document. They need to be over 18 years of age.

## **Lesson Readers**

You may wish to ask one or two of your friends or family to read a piece of poetry, prose or scripture in church. The choice of readings must be made with the agreement of the minister and must include a bible reading.

## Cars

The wedding cars, i.e. the bridal car, the bridesmaids' car, will have free access to the driveway around the war memorial in front of the church. You should advise your guests to park in the car park at the Elderbank Hall.

## Flowers

For normal church services, there is usually one pedestal arrangement at the altar. If you would like to have flowers arranged by Mary Holmes and her helpers, this would be on the condition that the flowers remain in church after the wedding for the enjoyment of the congregation. However it may be possible to arrange a table decoration that can be taken to the reception. Please ring Mary on (01993) 843856 to arrange a meeting to discuss your requirements and colour schemes. See back page for guidance on costs.

If you prefer to have commercial flower arrangements, please use Mary as your contact between the church and the florist in order to discuss access and positioning of flowers. The florist will be required to provide pedestals, bowls, etc.

During the seasons of Christmas, Easter, Harvest and our Flower Festival the whole church is decorated by members of the congregation. Once in place flowers cannot be moved for weddings. If your wedding date coincides with one of these events, a small donation towards the costs of the church's flowers would be welcome and then we can incorporate your colour scheme into the arrangements nearest to where the ceremony will take place.

Ref. No. \_\_\_\_\_

## MARRIAGE DOCUMENT

Marriage document issued by ..... (name) ..... (designation)  
in the parish of ..... in the .....

1. Date and place of marriage		
2. Name and Surname		
3. Date of birth		
4. Condition		
5. Occupation		
6. Residence at time of marriage		
7. Mother/Father/Parent name surname and occupation		
8. Marriage solemnized according to the rites and ceremonies of the ..... by / after * ..... by me * <i>delete as appropriate</i>		
9. Signature of parties married		
10. Name and signature of witnesses		
11. Signature of the member of the clergy by whom the marriage was solemnized	..... (signature) ..... (name) ..... (designation)	

04.2021



One copy of this form when completed should be sent to Dr Phil Holmes (Churchwarden) and another to Mrs Carolyn Peach (Treasurer) to confirm booking (see *the marriage guide*). Two further copies go to Rev Andrew Tweedy (Team Rector) and Rev Ian Howard (Team Vicar)

## WEDDING DATA

## CONFIDENTIAL



St Britius Church

Enter the proposed wedding date (DDMMYYYY ) and time (am/pm)

Enter the details for the groom:

title:

surname:

christian name

middle name (if any)

Enter the details for the bride:

title:

surname:

christian name

middle name (if any)

Enter the address for the groom:

address line 1:

address line 2:

town:

county:

Postcode:

Telephone:

Enter the address for the bride:

address line 1:

address line 2:

town:

county:

Postcode:

Telephone:

For the publication of banns we need:

Name of the groom's parish:

Name of the bride's parish:

Whether baptised:

Whether baptised:

Marital Status:

Marital Status:

For the wedding document we need:

Groom's occupation

Groom's age

Groom's Father's full name

Groom's Father's occupation

Bride's occupation

Bride's age

Bride's Father's full name

Bride's Father's occupation

Date of submission: DDMMYYYY

Email address

I certify that this information is correct

Signed