

Checklist for your Wedding at St. Mary's

12 to 6 months beforehand

1. Book the St. Mary's Marriage Course :

☐ You will be invited to join this short course, which we warmly recommend - please let us know if you can come & put the dates in your diary

2. Book your dates with the Minister taking your wedding :

☐ For an initial wedding planning interview

☐ For a rehearsal in Church (usually in the week prior to the wedding)

3. Booking a Photographer / Video company

If you arrange for a photographer or video cameraman, please ensure that you :

☐ Give them a copy of the St.Mary's instructions for official photographers

☐ (For a video recording only) obtain a Copyright License form from the Church Office, complete and return with the license fee

4. Booking Wedding Cars

If you arrange for wedding cars for the bridal party, please ensure that you :

☐ Arrange to arrive in the Causeway, and to depart from Normandy

5. Arranging an Order of Service :

Providing a printed Order of Service is an optional decision, and relies on you making your own arrangements that follow the outline guidance from the minister who is officiating at the service.

☐ If you choose to arrange a printed Order of Service, show your Minister a draft before going to print

Or

- ☐ If you choose not to have an Order of Service, ensure your Minister knows your choice of :
- a. Bible Reading
 - b. 3 Hymns from the New English Hymnal (& whether any verses are to be omitted)

6. Arranging Flowers

- ☐ If you choose to have special flowers arranged in Church, please contact the church office with your request

7. Arranging the Calling of Wedding Banns

- ☐ If you both live within Horsham Parish, your Banns will be called at the Church of the minister who is to conduct your wedding (ie either at St. Mary's, St. Leonard's or Holy Trinity).

However, if *one or both of you* live outside the Parish, you will need to contact the Vicar of the Parish concerned to arrange for Banns to be called there also. They will charge a small fee, and issue you with a Banns Certificate that you need to give to the Minister at your Wedding rehearsal.

8. Booking Choir and/or Bells

- ☐ If you wish to book St. Mary's Choir and/or Bell-ringers, please do so via the Church Office

9. Booking Parking for Guests

- ☐ If you wish to book parking at St. Mary's Primary School, please contact them directly

10. Sending Invitations :

When sending out wedding invitations to your guests, please add a note

- ☐ Asking them to bring bio-degradable confetti, such as rose petals or rice

- ☐ Giving directions to parking – eg at St. Mary’s Primary School if you have booked it

The Month before your Wedding

1. Banns of Marriage

- ☐ Please try to come to the main morning service at the Church where your Banns are being called, on the first 3 Sundays of the month prior to your wedding, to hear them called (together with the prayers that are said for you as you prepare for marriage). Depending on the minister who conducts your wedding, this service will be one of the following : either 9.30am at St. Mary’s, 9.30am at St. Leonard’s or 10.00am at Holy Trinity).

2. Fees & Banns Certificate

- ☐ The wedding fees need to be paid well in advance, in cash please, to the Church Office. At the latest, they must be paid in full one month before the date of your wedding.
- ☐ If your banns have been called in another Parish (ie where one or both of you lives), please bring the certificate issued by them to be photocopied

At your Wedding Rehearsal :

1. Orders of Service

- ☐ Please bring a set of 10 Orders of Service to the rehearsal (20 if you have booked the St. Mary’s Parish Choir); or alternatively confirm that you have instead chosen 3 hymns from the church hymn book (the New English Hymnal)

2. Banns Certificate

- ☐ Please make sure that, if your banns have been called in another Parish (ie where one or both of you lives), you bring to the Rehearsal the Banns Certificate issued by that Parish, to give to the Minister

3. **CD**

- ☐ If you want a CD to be played during the service (eg during the signing of the registers) please bring this to the rehearsal. The vergers will need to check that it works on our machine, that sound levels are correct, and that an usher is available to operate the CD player.

On the Day

1. **Ushers**

- ☐ Ensure that they bring the Orders of Service for guests at least 30 mins before the service; also that if an usher is to operate the CD player they make contact with the Verger 30 mins before the service

2. **Groom & Best man**

- ☐ Please arrive in good time (eg 20-30 mins beforehand), and contact the Verger so that you can check that the Wedding registers & certificate have been filled out correctly

3. **Bridal Party**

- ☐ Please make sure that you arrive at the Church on time – this is important because late starts often cause difficulties (eg for the next Wedding)

Minister's Verbal Notices before the Wedding

- WELCOME
Eg. *"I am delighted to welcome you all to this beautiful and historic Parish Church for the wedding of X & Y"*
- MOBILE PHONES
Eg. *"We are gathered to witness their vows, to support them and to pray for them. In order to save distractions please could you check that you have switched off your phone"*
- CAMERAS
Eg. *"If you have your camera please refrain from taking photos during the service, but do feel free to snap away as they enter and leave the church"*
- CONFETTI
Eg. *"CONFETTI: Natural confetti (fresh rose and flower petals, or dried flowers and petals) may be thrown in the churchyard in great abundance. Please save your paper confetti and rice for the reception later."*
- CALL TO PRAYER
Eg. *"So let us now be still, and in the quiet pray for X & Y as they approach this wonderful moment in their lives"*

Directions at St. Mary's Horsham for Photographers & Video Cameramen

- No flash photography in the building, during the service (this is of course permitted in the vestry, for the signing of registers; and also after the service is over and the couple are leaving the Church)
- For photographs without flash, please remain in one designated location (eg behind a pillar or behind the congregation) to be agreed in advance with the Verger
- After the Service :
 1. Photos to be taken at the West (exit) Door, not the North (entrance) Porch
 2. Note that no paper confetti is to be thrown (rose petals & rice only are allowed in the churchyard)
 3. Please be aware of the next wedding party who may be arriving – in which case please move your party swiftly on (in an anti-clockwise direction) through the churchyard towards the Remembrance garden or Normandy.

Video : Please note that the concession to allow a video recording once the copyright form and agreement has been signed provides for one camera only to be in the designated position. Extra cameras are not in the terms of the agreement, and need to be negotiated separately in advance, via the Church Office.