

YOUR CHURCH

# WEDDING

The United Benefice of  
The Ramseys and Upwood  
**Marriage Information Pack**



*St. Thomas a Becket, Ramsey*

*St. Mary's, Ramsey St. Mary's*

*St. Peter's, Upwood*

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## **Congratulations!**

Thank you for your enquiry about a wedding service. We love doing weddings and spending time with couples as they prepare for the big day, so we are delighted that you are considering holding your ceremony in one of our churches.

In marriage you begin a new life together as husband and wife, but we also hope and pray that as you prepare for a marriage or blessing service in church you will also find an invitation to life together with God at the centre of your relationship. We hope that this pack will help you to think through what marriage in a church is all about, and to give you all of the information and guidance you will need.

With every blessing on you and your plans,

Reverend Iain Osborne

## **Marriage in the United Benefice of Ramsey's and Upwood**

We are a benefice (group) of 3 churches covering the town of Ramsey and villages: Ramsey St. Mary's, Ramsey Heights, Ramsey Forty-Foot, Ramsey Mereside, Upwood, Little Raveley and Great Raveley (but not Bury). All nestled within The Fens and part of the Church of England, Ely Diocese. The benefice is served by

Iain our Rector, Maggie our Curate (a Vicar-in-training) a number of retired clergy and a number of licensed and authorised lay ministers. Most years we have about 20 weddings in the benefice, mostly in the summer months, so it is important that you speak to us before finalising the booking for your reception venue to ensure that we can offer the date or time that you prefer. Obviously, we can only book wedding services if a minister and the church are available; and we do all we can to fulfil your requests.

Before the marriage service, you will be invited to meet with us and with other couples. There are three parts to this. Firstly, we will arrange to meet with you at an early stage just so that we can start to get to know you and answer any questions that you have. Then you will be invited to our 'Marriage by Design' days that are held in the January/February of the year you get married - further details about this will be sent to you nearer the time and we'll let you know the date so you can get it in your diary. Finally, you will meet with the minister taking your wedding service for a rehearsal a few days prior to your wedding service. Both bride and groom are requested at all meetings, so that you can discuss and make decisions together.

A couple of websites that will help you in your planning are [www.achurchnearyou.com](http://www.achurchnearyou.com) and [www.yourchurchwedding.org](http://www.yourchurchwedding.org). Our own website is [www.ramseysandupwood.org](http://www.ramseysandupwood.org)

## **Who can be married here?**

It is usually best for your wedding to take place in your local church, as part of your local community, and if you are resident in one of our parishes then we would be very happy to talk further with you about your wedding. If you aren't sure where your local church is, you will be able to find out by looking at [www.achurchnearyou.com](http://www.achurchnearyou.com).

We know there are sometimes good reasons why you are looking for a wedding service somewhere other than your local church or area, for example where you grew up and where your family has connections. We are legally only allowed to marry couples who have a qualifying connection, and those who have such a connection are entitled to marry in the relevant Church of England church. The qualifying connections are 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 (christened) in the parish concerned; or
- was prepared for confirmation in the parish; or
- has at any time regularly attended normal church services in the parish church for a period of at least 6 months; or

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 attended normal church services in the parish church for a period of at least 6 months; or

one of your parents or grandparents was married in the parish.

If you are looking to get married here by one of these links other than regular church attendance, then we will need to see evidence of your connection to the parish that you would like to be married in.

If you do not have an existing connection then one of you (or one of your parents) can establish one by attending church services here regularly over a period of at least six months, and we'll happily talk this through with you.

### **“Marriage Blessing” Services**

If you are being married in a civil ceremony in this country or abroad, you might like a service of “Prayers following a civil ceremony”. We will decide whether to offer such a service using the same connections criteria as for marriage. If you do not meet these criteria, please get in touch with us to discuss your situation.

Current UK law does not allow a Church of England priest to marry a same-sex couple, and we are also unable to offer a blessing service for such marriages at this time.

### **Divorced people**

People who are divorced (with the Decree Absolute having been issued) have the same rights as others to be married in our church (i.e., they are entitled if they meet the residency or other qualifications listed above). However, not all clergy are willing to re-marry divorced people, and most will want to hear your story before deciding whether they are happy to officiate. For this reason, we ask couples where one or both have been divorced to complete an extra form, and will want to meet with them soon, so as to confirm who is to take the service.

### **Basic Legalities**

There are a few other important legal requirements that you need to be aware of:

- No one under the age of 16 may be married;
- No one under the age of 18 (and over 16) may be married without parental consent;
- At present UK law does not allow Church of England clergy to officiate at same sex marriage services;
- People with close family relationships are not permitted to marry each other. If you are not sure if you might fall into this category then please just ask us;
- ID checks are required for everyone wishing to be married;
- While UK passport holders' church marriages are preceded by banns of

marriage called in church, we need to refer foreign nationals to a civil registrar to establish the right to marriage. This is not complex, but takes more time so please approach us in good time.

### **What can we expect from the church?**

The church takes marriage very seriously, which is why we like to explore with you what Marriage is about. We will seek to help you understand what promises you will be asked to make and also to think through what marriage is all about. We hold a 'Marriage by Design' day and we ask you both to join us. This is to help ensure you have put the best possible foundations in place for your marriage. We really look forward to being part of this exciting journey with you.

You are always welcome to come to any of our church services and our invitation is open to everyone. For more information on the activities taking place and services happening in our benefice visit our website: [www.ramseysandupwood.org](http://www.ramseysandupwood.org)

## **I think I qualify for a marriage or blessing service. What next?**

Once you have read through the frequently asked questions, this is what needs to happen:

- 1) Please contact us to check if the date you would like is available. We will make a provisional booking, take some contact details from you and give (or send) you this booklet, which includes a booking form.
- 2) Complete the Wedding Application Form.
- 3) · If you have been married previously, and are now divorced you need to complete the “Marriage in Church after Divorce” (please see the FAQ section). You will also need to show your original Decree Absolute to the Minister when you meet.
  - If you have been married but your previous spouse has died, we simply need to see their death certificate when we meet you.
- 4) Return all appropriate paperwork to us by email or by post.
- 5) We will arrange an initial meeting with you and Iain or another minister, just so we can get to know you and answer any questions you have at that point.
- 6) Once we have received your application form and accompanying paperwork and processed it, we will then tell you whether you can be married by the calling of banns or if you will need to apply for a licence (and we’ll explain how to do this).
- 7) To confirm the booking a (refundable) deposit of £50 (which will be deducted off your final invoice) will be required and can be paid by bank transfer or cheque.
- 8) Come along to the ‘Marriage by Design’ day, these are held at the beginning of the year you are getting married.
- 9) Nearer the service, we will arrange the calling of your banns which are usually required. The Banns are an announcement in church of your intention to marry and a chance for anyone to put forward a reason why the marriage may not lawfully take place. When we call your banns, we pray for you, and it can be quite a special occasion if you are able to attend. We’ll send you an invitation so you know when yours are being read.



- 10) If you live outside the benefice, **it is your responsibility to arrange for banns** to be called in your local parish church as well. To find your local parish church, please have a look at [www.achurchnearyou.com](http://www.achurchnearyou.com). Once they have been read, you will be given a banns certificate, which you will need to return to us as soon as you receive it.
- 11) About 2 months before your wedding, you will be sent an invoice for the fees (see [Wedding Fees for 2023](#)). The fees need to be paid a month before your service otherwise we won't be able to hold the service.
- 12) We will arrange for you to have a rehearsal in the church, usually a few days before your wedding, to rehearse the words you will say to one another, and to work out who goes where!
- 13) The big day. We will do our best to make it as special as we can for you!

## **Preparing to meet the vicar**

Soon after we have received your paperwork we will be in touch with you to arrange a first meeting, where we will explain what happens next. This doesn't need to take longer than an hour, as there are future opportunities to iron out details.

We will agree with you a location to meet, ideally we will come to your home or we can arrange to meet you in the church you wish to get married in.

Before first meeting the minister, there are a couple of things that you can do to prepare. Firstly, have a look at [www.yourchurchwedding.org](http://www.yourchurchwedding.org) and start to think about any questions that you might have. This brilliant website may answer some of them, but feel free to ask us anything.

Secondly, it is a legal requirement for us to confirm your identity and we do this at the first meeting, as you're most likely to have the relevant documents handy when we meet you at home. Please see the [Identity Documents list](#) for the appropriate forms of identification we can use for verification.

We don't need to take your documents away; we'll just check them there and then.

**Please Note. This is an important part of the legal element of your marriage and our minister is required to see both bride and groom - in person - with the original documents (copies are not acceptable).**

## Some Frequently Asked Questions

### **Can I get married in any Church of England church?**

No, but you can either get married in your local parish church, or in any other church where you can demonstrate a relevant qualifying connection. The details of these are given elsewhere in this pack.

### **I'm not baptised (christened) / I don't attend church. Can I still get married in a church?**

Yes, you can! If as part of the process of preparation for marriage you feel that you would like to be baptised, we would be very happy to talk that through with you too.

### **We have a date in mind, what should we do next?**

Before you book anything else, please speak to us. We realise that you will be under pressure to book reception venues, florists, photographers, cars etc., but if we don't have a minister or the church available then we are not able to offer a service. Please speak to us to make sure that date is free before you book anything else.

### **Are there any restrictions to when a wedding can take place?**

Marriages can only take place between the hours of 8:00am and 6:00pm, but can take place on any day of the week. We will not normally do weddings in the six weeks before Easter or on Easter Day. Before Christmas we are a little busier than usual, so please speak to us early if you are thinking of this time of year.

### **We would like to have a video recording made of our wedding. Is that possible?**

Yes, that is possible. There is a protocol to ensure the appropriate copyright permissions are granted and a cost to achieve this and we can discuss this with you.

### **What if one or both of us has been married before?**

We recognize that sometimes things go wrong, irreparably, in relationships. And we also believe in a God who forgives and gives new life. The priest officiating at

the service will want to talk through with you what happened in the previous marriage. You will need to complete the form “Marriage in Church after Divorce” that can be obtained through us and return it to us as requested.

### **Can I be married by banns, or do I need a licence?**

Banns need to be read in the parish where each of you lives as well as the parish church in which you are to be married if that is somewhere else. Your banns will be read out in church in our main morning service for three Sundays during the three months before the wedding – we will let you know when this is due to happen.

If there is not enough notice given for the banns to be read before the marriage is due to take place, or in the case of the marriage of people whose nationality is not British, or if one or both of you do not live in England, processes other than banns may be necessary. We can advise you if you need to apply for a licence.

This also includes residents of Scotland, as the banns system only applies to residents of England and Wales.

### **What happens if one of us is a foreign national?**

This depends on your circumstances. There are three issues:

1. Can you come here for your wedding? If one or other of you is non-resident in the UK, please have a look at [www.bia.homeoffice.gov.uk/visitingtheuk/marriage-cp-visitors/](http://www.bia.homeoffice.gov.uk/visitingtheuk/marriage-cp-visitors/) to see if you need any entry clearance.
2. Can you marry here? Once you have Home Office entry clearance, or if you both live in the UK, the next step is to find a church in which you can legally marry according to English law (see our ‘Connections’ section).
3. Preliminaries. Non-UK nationals cannot rely upon banns, but will usually need a Licence in order to get married. We can talk to you about this.

### **What if we are British citizens living abroad / in the Armed Forces deployed overseas?**

You can get married in any church where you have a qualifying connection. You will need to apply for a Licence.

### **Who makes the Order of Service?**

If you are having a printed Order of Service you can have these professionally

printed, or you can make them yourself. We have a number of examples from previous weddings that we can show you to give you an idea of the different styles that people have used. As part of the time spent meeting with the minister we will talk about how we can personalise the service to make it special for you, and we will discuss your choices of hymns and readings. Please let the minister see a copy of the proposed order of service before you have it printed.

Once you have chosen your hymns, please let our administrator know. She will send you the lyrics along with copyright details that need to be included in your order of service. The choir sing from hymnbooks – this way we can make sure we are all singing the same words! [jackie@ramseysandupwood.org](mailto:jackie@ramseysandupwood.org)

If you can, please bring the orders of service along to the wedding rehearsal.

### **Can we write our own vows?**

Couples often like to write vows which express their particular feelings for one another, and these can be precious as part of a private exchange. However, your wedding is a public and legal affair. Church of England clergy are required by law only to use the authorized service, including the vows, and using different words could create uncertainty about whether yours is a valid marriage.

### **Can we have special performers/singers in for our wedding service?**

All content of the service, including any music performed by others, has to be agreed in advance with the priest who is taking the service.

### **Can I get married out of doors?**

Sadly, no: UK law requires all marriages (religious or civil) to take place in a building.

### **How long is the service?**

Depending on choices around readings and music, a wedding service takes between 45 minutes and an hour. The photographs outside often take longer!

## **How late is 'late'?**

Some people have an idea that for the bride to be late is traditional, or her prerogative. For us, however, it is just inconsiderate! Our ministers, musicians and bell ringers may have multiple weddings or other appointments in different churches on the same day. No weddings will be scheduled on the same day with start times less than two hours apart. Lateness may cause us all problems.

Guests often arrive 45 minutes before the service starts, so ushers should be there early, ready to hand out Orders of Service and direct the first guests to their places. We like our grooms to be at the church 30 minutes before the ceremony is due to start, and we ask the bride to aim to be at the church 5 minutes before the official start time. This will allow time for the various parties to have photographs outside the church, with a little reserve for delays in travel, and a moment to relax before you 'arrive' in church with the 'pomp and ceremony' that a beautiful bride deserves.

We do understand that if you are travelling some distance to get to church on the day you may encounter traffic problems. Please build this into your schedule for the day, and have a phone with you so that you can contact somebody who will be at the church to let us know.

We will do everything in our power to assist you but, if you are late, the service will need to be reduced accordingly – for example, by missing hymns.

## **We have a friend/relative who is ordained. Can they take the service?**

We will be happy to discuss involvement of other clergy in the service, although Iain may also want to be involved. Please ask your friend or relative to contact Iain to discuss.

Unfortunately, UK marriage law has not caught up with the friendly ecumenical relations that exist between churches. Church of England clergy also act as registrars for weddings in churches, but ministers of other churches and denominations are not allowed to do this for a marriage in a C of E church. Such ministers can do a lot in the service, but a CofE priest will need to be present to officiate and act as the registrar.

## How much is this all going to cost?

The Church of England nationally sets the fee structure for weddings. This is the same in every parish – which is fair, but also means we are not legally allowed to vary our charges. Below, you will find information to help you understand what is included in your costs, and what extras we are able to offer to make your day more special and run smoothly.

The basic fee for a Church of England wedding in 2023 will be £564

This fee includes the following:

- a contribution to living costs of the minister taking your wedding
- use of the church for the specified time, and lighting of it
- meeting with you during the months before the wedding
- the wedding rehearsal
- the calling of your banns
- all administration
- the marriage ceremony itself!

Any items additional to this, whilst some are essential elements to a wedding, are counted as ‘extras’ – organ, bells, vergger and heating - which you must request according to your requirements. We are allowed to determine our own fees for these items, and we hope you will find them reasonable.

Of these extras, we strongly recommend these two to all wedding couples:

- **Vergger.** This is a member of the local congregation who makes sure that the church is prepared for the service, that the registers are filled out and all is prepared in order that the minister can perform the service without hitches. He or she assists your ushers and your guests on the day, and undertakes a number of other tasks to support the clergy. They will be there on the day, and are paid by us for performing this essential role. They will have given up about half a day of their time for your wedding. We hope you will recognise their value in making your day run smoothly.
- **Heating.** If your wedding is between October and April and we have to turn the heating on when we would not normally do so, we ask you to cover the

costs of this. Unfortunately, the heating has to be on for several hours to make our ancient energy-inefficient buildings warm enough to use.

Our churches operate in line with the Royal School of Church Music's standard arrangements with our Director of Music for St Thomas à Becket. This means that he is entitled to payment for weddings conducted in the church, as part of his remuneration package. You still need to pay his fee (£110) even if you ask someone else to play the music for your wedding.

We know that a wedding can be very expensive. Our charges are usually a fairly small proportion of the overall cost, and we hope you find them reasonable. Please do ask if you wish us to clarify anything.

### **Payment**

We need a deposit of £50 which is payable at the time of confirming your wedding date. This needs to be paid at the time of booking, and will be banked and deducted from your final invoice. If, for any reason, your wedding is cancelled this deposit will be returned to you.

We can accept payment by internet transfer or cheque Please use REF: year/month/day of wedding followed by surname Eg: 220713SMITH

Please see account details after the table of fees.

If there are any problems in paying please let us know as soon as possible. As we can discuss the possibility of staged payments, but the fees must still be fully paid before the wedding.



## **The Wedding Service**

Here's an outline of the wedding ceremony. We'll talk more about this when we meet, but you can start thinking about your music and readings and other ways of making your service unique to you. See [www.yourchurchwedding.org](http://www.yourchurchwedding.org) for some ideas on this.

### **The Procession**

The service usually begins with some processional music when the bride and her attendants arrive and she goes down the aisle to join the bridegroom at the front of the church.

### **The Welcome and Introduction**

The priest will welcome the bride, the bridegroom, friends and family and a hymn is then usually sung. (There will usually be hymns at other points in the service as well). The priest will introduce the service and remind everyone that they have come together in the presence of God to witness your marriage and to ask God's blessing on your future life together.

There follows a short explanation about the meaning of marriage as a gift from God. Everyone is reminded that you are about to start a new life as a married couple in the community and are asked to pray that you will receive strength and guidance for this new commitment that you are about to make.

### **Readings and Sermon**

A reading from the Bible will be read (which you can choose beforehand) to highlight one of the many aspects of God's love for us. You may also like an additional reading, such as a poem, at this point. The priest will then give a short address to help everyone focus on the meaning of marriage.

### **The Declarations and the Vows**

First, the congregation, and then you, are asked whether there is any reason in law why you cannot be married. This is the final check that you can lawfully marry. You are also reminded that you are making your promises before God.

In your vows you are both promising to give your whole lives to each other, just as we believe Jesus gave his life for us. You will promise to be faithful to each other, to love one another totally, to honour and respect each other and be committed to one

another whatever life may bring you both.

These vows are the most solemn part of the service, as in taking them you are joining yourselves for life before God and before your family and friends.

### **The Rings**

Your rings are blessed by the priest and you exchange them. This is a symbol of the promises that you have made each other on your wedding day.

### **The Blessing, Bible Reading and Prayers**

The priest will then declare you married. We then pray for you: the priest will ask you to kneel for a prayer of blessing. We will pray that God, through his Holy Spirit, will be with you throughout your life together and that by your lives you will show to others God's love, joy and peace.

There will follow some prayers for yourselves and your future life together. These prayers are something that all the congregation can share in together, and you may have a friend or relative who would like to lead the prayers.

### **The Signing of the Marriage Document**

This is the last formality of the service when you are both required to sign a form that confirms that your marriage has taken place. Your signatures will need to be witnessed by two other adults.

After the service, the priest who officiated will send the form to the local registry office who will enter the details into an electronic data-base of marriages.

### **The service ends**

You will now leave the church as a newly married couple, to share the joy of the day with your friends and family.

## How to apply for your Marriage Certificate

The registration service commits to registering a marriage within two weeks of receiving the form. You will not be automatically sent a certificate when your marriage is registered: you have to order certificates online at [camdex.org.uk](https://www.camdex.org.uk)

Please allow 14 days between the marriage document/schedule being posted (by the Vicar on the day of the wedding) and looking on camdex.

If you have trouble with camdex, you can ring the contact centre on 0345 045 1363; but provided you are using an up-to-date browser, camdex should be easier.

## **Some general notes applying to all our churches**

### **Access to the Church**

Your party will have access to the church an hour before the wedding service is scheduled to start. If you need additional time (for example, for florists to come the day before) this will need to be agreed in advance with the Vicar.

### **Level access**

St Thomas à Becket church has built-in ramp access. St Mary's and St Peter's use portable ramps – please speak to us about access needs for those churches.

### **Flowers**

You are most welcome to enhance the beauty of our churches with extra flowers to co-ordinate with the colour scheme of your weddings and we always appreciate it when you are able to leave displays behind so that others can continue to enjoy them.

Our churches are usually decorated for Sunday services by local teams. Most of our churches have a Flower Co-ordinator who is there to provide you with advice on the availability of stands, vases etc., and acceptable practice within their church. If you choose not to use a florist, and at St Thomas' only, the Flower Guild will do a stand in your choice of colour, in exchange for a donation of £35 to cover the cost of flowers.

On occasion there will be more than one wedding in the church on your day or over the weekend, so we may suggest that you co-ordinate with another wedding party.

### **Confetti**

Biodegradable confetti can be used outside. Rose petals are particularly suitable and attractive. Please do not use plastic or metal items which are intended for table decorations. We know your family and friends will not want to sweep the church immediately after your wedding, so please do not have confetti inside the church.

### **Organists, music and choirs**

We have organists available, or you may have a friend or relative whom you may wish to invite to play. During the signing of the wedding registers the organist (and

choir if requested) can play accompanying music.

As noted above, at St Thomas a Becket, you need to pay our Music Director's fee (£110), even if you ask someone else to play the music for your wedding.

If you are using one of our organists, we will put you in touch with them. Please make direct contact with them to discuss your musical requirements, and no later than 2 months before your wedding, to allow them time to practice your music.

We have a choir at St. Thomas a Becket and they are also available to sing in the other churches.

### **Sound**

Most of our churches have the ability to play recorded music if required. St. Thomas a Becket has a hearing loop system for the hard of hearing.

### **Photos and Videos**

Almost everybody has a camera and camcorder on their mobile phones now, but we will ask your guests not to take photos and videos during the service (until the exit of the bride and groom), so that they can enjoy the ceremony and participate fully.

Whether you are using professionals or a friend or relative to keep the official record of your special day, we ask them to be discreet so that they do not distract you or your guests from proceedings. Please ask them to co-ordinate with the priest on the day.

If you are having a video recording made, an additional fee can be payable to the organist which ensures all the appropriate copyright agreements and costs are covered. However, our standard organist's fee includes this.

### **Social Media: #lovedoingweddings**

We often use Facebook and Instagram to post pictures of our weddings and we are not shy of a selfie or two. If you are uncomfortable with your photos going on our social media platforms, please let us know.

## **Children**

We love children in church and will ensure they receive a warm welcome. If you know you will have a lot of children at your wedding please let us know as we can arrange some appropriate activities for them to have use of. Where possible, we have created areas where children and their carers can go when little ones start to get restless or hungry and St. Thomas a Becket and St. Mary's have a toilet and baby change facility.

If you have children of your own already, please talk to us about finding ways that your children can be included in the service itself to make it special for them and for you as a family. We also request you ensure that somebody else can be responsible for them during the service so you can focus.

## **Retiring collections**

A collection plate is left out at all services and all funds collected go towards the maintenance and upkeep of the church.

## Contacting Us

Please contact Jackie Southwell initially with your enquiry about a marriage service and then the relevant minister to discuss the details of your wedding service.

### Jackie Southwell

[jackie@ramseysandupwood.org](mailto:jackie@ramseysandupwood.org)

### Reverend Iain Osborne

Mobile: 07935 549947

Email: [iain@ramseysandupwood.org](mailto:iain@ramseysandupwood.org)



Website: [www.ramseysandupwood.org](http://www.ramseysandupwood.org)

Facebook: Like - <https://www.facebook.com/TheRamseysandUpwoodBenefice/>

Instagram: Follow [@sttab\\_c](#)



**Wedding Fees for 2023**

<b>BASIC PAROCHIAL FEES – ALL CHURCHES</b>		
Marriage Service	£505	
Publication of banns	£34	
Banns in another parish <sup>1</sup>	(£36 - Publication) (£18 - Certificate to show to us)	
Marriage Blessing <sup>3</sup>	£	
Total basic fee	£539	
<b>OTHER FEES IN OUR PARISHES</b>		
<b>Item</b>	<b>Cost</b>	<b>Yes, we would like this (tick)</b>
Organist <sup>4</sup>	£110	
Organist special requests <sup>4</sup>	By negotiation with organist	
Bells	£120 (St. Thomas à Becket) £50 (St. Peter's and St Mary's)	
Verger <sup>5</sup>	£40	
Heating <sup>6</sup> (Oct – Apr weddings only)	£40	



Choir	£100	
Flower pedestal matched to wedding colours	£35	

### **Notes on fees, relating to the table on the previous page**

*If you need to have banns called in another parish, you will have to arrange that with them and pay a £36.00 publication fee and a £18.00 certificate fee to that parish. We do not need to issue a certificate to ourselves.*

<sup>3</sup> *This is a service of blessing after a civil marriage ceremony and is the same charge as for a wedding less the legal fees.*

<sup>4</sup> *The organist's basic fee covers the music played before during and after the service, and assumes these are standard pieces of music. This also includes the organist's permission to record his performance. If extra work is required – for example, purchasing music, making special arrangements of a piece of music, or rehearsing with a soloist – then an appropriate fee must be negotiated with the organist.*

<sup>5</sup> *Please see page 11 for an explanation of the vital role played by a vergers, who will be present at your ceremony. We appreciate it if you are able to cover the costs of this role.*

<sup>6</sup> *Please see page 11. It helps us if you are able to cover the costs of heating the building or your service. We won't charge you for heating from May to September.*

The Basic Parochial Fees are reviewed annually by the Church of England in October, and are based on the increase in the Retail Price Index for the 12 month period leading up to September, becoming effective from the following 1<sup>st</sup> January.

### **PAYMENT**

Please submit a deposit of £50. Which will confirm your booking. This deposit will be banked, but if your wedding is cancelled for whatever reason, we will return this deposit to you when you advise us of the cancellation.

We will invoice you for the balance of **fees** two months before your wedding if you have not already paid by then. The final balance must be paid not less than one month before the wedding takes place.

If we do not receive your payment by then we cannot conduct the service. Please talk to us if you have a problem.

## **Bank Details**

### **St Thomas à Becket Church, Ramsey**

Barclays Bank plc

Acc name: RAMSEY PCC GENERAL A/C

Sort code: 20-43-63

Acc No: 20740659

Cheques: St Thomas à Becket PCC

### **St Peter's Church, Upwood**

Barclays Bank, Huntingdon, Market Hill Branch

Acc name: UPWOOD CHURCH

Sort code: 20-43-63

Acc no: 70901938

Cheques: Upwood Parish Church

### **St Mary's Church, Ramsey St Mary's**

Barclays, Huntingdon

Acc name: Ramsey St Mary's Church

Sort code: 20-43-63

Acc no: 20747688

Cheques: St Mary's PCC

## Establishing Connection Attendance Form

Your name.....

*If you are intending to establish a connection with one of our churches through regular attendance over a period of at least six months you need to bring this with you and get it signed by the minister before we are able to finally confirm your wedding booking. If you cannot show us this evidence we will be unable to conduct a marriage service for you. This is a legal requirement!*

*The person attending to build up the connection must be the same one each time – either bride or groom, or their mother or father. Obviously others can attend with you and we’d love to see you.*

*You can attend any service over this period at your chosen Church at least once each month over the six month period. This can include non-Sunday and seasonal services. See our website [www.ramseysandupwood.org](http://www.ramseysandupwood.org) for full details of our current service pattern.*

<b>Date &amp; time of service</b>	<b>Church attended</b>	<b>Minister’s name (CAPITALS)</b>	<b>Minister’s signature</b>

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