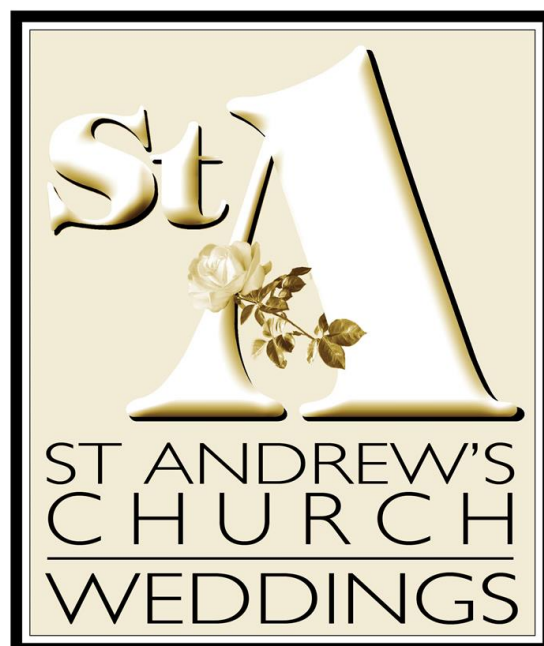


# Arranging your Wedding

at

## St. Andrew's Church, Cobham

A Guide for Wedding Couples



Your wedding has been arranged for:

Date	Time
------	------

Your banns will be read on:

1		2		3	
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**Rector**

To be advised

**Assistant for Marriages**

Sue Aitken

01483 282028

sueaitken18@btinternet.com

**Administration & Communications Manager**

Elaine Bray

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Church Gate House

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Downside Bridge Road

Website:

Cobham

[www.standrewscobham.org.uk](http://www.standrewscobham.org.uk)

KT11 3EJ

**Assistant Clergy**

Rev. Peter Vickers

01932 862497

Rev. Charleen Hollington

01372 849699

**Director of Music**

To be advised

**Church Flowers**

Mabs Ostley

01932 862178

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## Introduction

We are delighted you have chosen to be married at the Parish Church of St. Andrew, Cobham. This booklet provides you with information you will need to help you prepare for your marriage. Please read it carefully and follow the advice given. If you need any further help or advice, or need to change any of the details you have given, please contact the Rector, or the priest conducting your marriage.

A wedding is one of life's great moments, a time of solemn commitment as well as good wishes, feasting and joy. St. John tells us how Jesus shared in such an occasion at Cana, and gave there a sign of new beginnings as he turned water into wine.

Marriage is intended by God to be a creative relationship, as his blessing enables husband and wife to love and support each other in good times and in bad, and to share in the care and upbringing of children. For Christians, marriage is also an invitation to share life together in the spirit of Jesus Christ. It is based upon a solemn, public and life-long covenant between a man and a woman, declared and celebrated in the presence of God and before witnesses.

On your wedding day, as bride and bridegroom, you will face each other, make your promises and receive God's blessing. Your family and friends are witnesses of the marriage, and express their support by their presence and their prayers. Their support does not end on your marriage day: you will value continued encouragement in the days and years ahead of them.

*Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.*

*1 Corinthians 13.4-7*

## **Legal**

If both parties live within the boundaries of this parish we will read your banns here at the 10.00 service. You may wish to come and hear the banns, though you are not under any legal obligation to do so. If one or both parties live in another parish you must contact that parish and arrange for your banns to be read. This is most important. After the banns have been read you will need to obtain a banns certificate. This certificate must be handed to the clergy of this parish before they can officiate at your wedding. This is your responsibility. If you do not live in the parish of Cobham you may be able to be married by virtue of a qualifying connection. More information can be found on the Church of England website at: <http://www.yourchurchwedding.org/youre-welcome/more-churches-to-choose-from.aspx>. Application forms and advice are available from the Rector or Sue Aitken.

## **The Service**

Our usual practice is to use the modern service from the Church of England service book, Common Worship.

## **Order of Service**

You will need to produce an order of service which can be word processed or professionally printed. The basic order of service to follow is set out at the back of this booklet (see page 10). You should prepare a draft order of service once you have chosen your music and readings. The draft must be approved by the priest conducting your wedding before it is printed.

## **Readings**

Each wedding service has a reading from the bible. You may want a member of your family or a friend to read, otherwise the clergy will read. If you would like to include a non-biblical reading then you may ask permission for this to be included. You must provide the clergy with a copy of any suggested

readings well in advance of the service. We list below a selection of suitable biblical readings:

Genesis 1.26-28	Ephesians 5.21-end
Song of Solomon 2.10-13; 8.6,7	Philippians 4.4-9
Jeremiah 31.31-34	Colossians 3.12-17
Tobit 8.4-8	1 John 3.18-end
Romans 7.1, 2, 9-18	1 John 4.7-12
Romans 8.31-35, 37-39	Matthew 5.1-10
Romans 12.1, 2, 9-13	Matthew 7.21, 24-end
Romans 15.1-3, 5-7, 13	Mark 10.6-9, 13-16
1 Corinthians 13	John 2.1-11
Ephesians 3.14-end	John 15.1-8
Ephesians 4.1-6	John 15.9-17

## **Music**

It is usual to have the organ played at your service. The organist will play for the bride to enter and the bride and groom to leave the church and will also play for hymns and anthems. You may wish to have the choir to sing at your wedding. You may choose either the standard choir or an enlarged 'full' choir. You will need to contact the Director of Music, to arrange a mutually convenient time to discuss the music. This should be done at least three months before the wedding day. If you would like musicians personally known to you to sing or play at the service, you must discuss whether it will be possible with the Director of Music. You will find some suggestions for music at the back of the booklet (see page 19).

## **Flowers**

You will probably want flowers in the church for your wedding. St. Andrew's Church flower arrangers are able to provide one pedestal of flowers. Alternatively you may want to bring in your own florist. In either case we do ask that one pedestal of flowers from your wedding is left in the Church for the following Sunday's services. The remaining flowers should be removed

after your wedding unless we agree with you that they can be left.

It is important that we know what you are proposing with regard to flowers. If you are not having flowers our flower arrangers will want to arrange flowers for the Sunday service. You must contact our Flowers Co-ordinator, Mabs Ostley (01932 862178) well in advance and confirm your plans with her. You should also complete the form on page 17 and post it to us.

Other weddings may coincide with your day, in which case you will be given details of the other brides' names and phone numbers for you to agree over sharing of flowers.

Access for your flower arrangers to the church must be arranged through the Parish Office.

### **Photographs and Video**

You may wish to have an official photographer take pictures of your wedding. The priest conducting the wedding will advise the photographer when photographs may be taken during the service. Only an official video recording may be made of the service; family members and friends may not video in the church though they can record your exit. An extra copyright fee is payable if you wish to record their music on video.

### **Confetti**

Confetti should not be thrown within the church or churchyard but we have no other restrictions beyond that rule.

### **Bells**

You may have the bells rung after your wedding service. The clergy will discuss this with you.

## Fees

A table of fees for the current year is set out below. The priest conducting your wedding will advise you on the cost once your choices are confirmed. This money is paid partly by cheque to PCC of Cobham and partly by cash at least two weeks prior to the wedding.

### Wedding fees – 2018

Item	Fee	Form of Payment	Amount Due
<b>Calling of Banns</b>	£29.00	Single cheque for relevant amount = <b>£484</b>	
<b>Marriage Service</b>	£441.00		
<b>Certificate</b>	£14.00		
<b>Verger</b>	<b>£50.00</b>	Cash	
<b>Organist</b>	<b>£150</b>	Cash	
<b>Video copyright</b>	<b>£50</b>	Cash	
<b>Choir</b>	<b>£150.00 (top line) or £250.00 (full choir)</b>	Cash	
<b>Bells</b>	<b>£180.00</b>	Cash	
<b>Flowers</b>	<b>Payment separately to flower arrangers</b>		

#### Notes

1. Fees to be paid at least two weeks prior to wedding at the parish office or passed to the priest conducting the wedding.
2. Cheques to be made payable to PCC of Cobham.
3. If the service is videoed, Equity/Musicians Union rules require that the organist and choir fees are doubled. This extends to the taking of amateur or informal videos during wedding services. It is your responsibility to ensure that your guests understand this.
4. If the service is sound-recorded, Equity/Musicians Union rules require that the organist and choir fees are increased by 50%.
5. Certificate of banns, if required £14.00; (i.e. reading of banns + certificate = £43.00)
6. Duplicate marriage certificate - £10.00

Please note that the Organist Fee is payable even if a couple bring in their own musicians and do not require our staff.



## **Marriage Preparation**

St. Andrew's Church invites all couples to be married at the church to a Marriage Preparation Day, which will take place from approximately 10.00 to 16.00 on a Saturday. At the beginning of the year in which you are to be married you will receive an invitation to a preparation day and we warmly encourage you to come. After attending the preparation day you will need to make an appointment with the priest conducting your marriage to discuss your service and confirm arrangements for the rehearsal.



*Sample text for your Order of Service – you will need to fill in all the sections indicated in square brackets – the layout and appearance is entirely your choice.*

St. Andrew's Church  
Cobham

The Marriage of  
[Man's name]  
and  
[Woman's name]

Date  
Time

**The entrance of the bride**  
[Title and composer of music to be played]

**THE WELCOME  
and opening prayers**

**HYMN**  
[printed in full no need to put the number of the hymn]

**THE DECLARATIONS**

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.**

## **READING(S)**

[print bible reference and name of person reading]

## **[ADDRESS]**

[include if the priest is to give an address and give name of priest]

## **THE MARRIAGE**

### **THE REGISTRATION OF THE MARRIAGE**

During the signing of the register the Choir will sing  
[music/anthem to be played/sung with title and  
composer]

## **HYMN**

[printed in full no need to put the number of the hymn]

## **THE PRAYERS**

### **THE LORD'S PRAYER**

#### **HYMN**

[printed in full no need to put the number of the hymn]

## **THE BLESSING**

**Recessional Music**  
[title and composer]



*Please return the completed form to the Director of Music*

## Wedding Music

Name of couple:.....

Date of wedding: .....

Time: .....

Type of Choir: Standard Choir / Full Choir

Soloist: Yes / No

Special requests for before the service (*if none a selection of music will be played*):

.....  
.....

Bride's Entrance: .....

Hymns: 1).....

2) .....

3) .....

Anthem (optional):.....

During the signing of the Register: .....

.....

Recessional: .....

Any other information or requests: .....

.....





*Please return the completed form as noted below*

## **Your wedding flower arrangements**

Bride's name .....

Address.....  
.....

Tel. no...Work .....Home.....Mobile .....

Date of Wedding .....Time.....

Bride's colours .....

\*I would like St. Andrew's to provide one pedestal of flowers. The colours I would like included are

.....

\*I am planning to have flowers in the church for my wedding and confirm that we will leave one pedestal in the church after the wedding.

\*I am not planning to have flowers in the church

*\* Delete as appropriate*

Please complete and return this form at least six weeks before your wedding, together with a cheque for the agreed amount of a pedestal is being provided, to:

Mrs. Mabs Ostley  
Church Gate House  
Downside Bridge Road  
Cobham  
KT11 3EJ

### *Seasonal colours*

Advent – foliage only; Christmas – red; Easter – yellow;  
Whitsun/Pentecost – red; Harvest – all harvest colours



## **Wedding Music – some notes from the Director of Music**

It is your day, and you may wish to have something totally different. All we would say is that you come and discuss your choice with us after a service on Sunday morning, or e-mail us with your ideas just so that there are no last minute surprises! Filling in and returning the form in this booklet will also help enormously.

### **Suitable music for the entrance of the Bride:**

Bridal March from “Lohengrin” - Wagner  
Trumpet Voluntary – Clarke  
Trumpet Tune - Purcell  
Air from the “Water Music” – Handel  
Hornpipe from the “Water Music” – Handel  
Arrival of the Queen of Sheba” – Handel  
Minuet from the “Water Music” – Handel  
Overture or Finale from “Music for the Royal Fireworks” – Handel  
March from Symphony No. 3 - Saint-Saens  
Grand March from “Aida” – Verdi  
Wedding March from the “Marriage of Figaro” – Mozart  
Trumpet Voluntary - Stanley  
Choral Song – Wesley  
Prelude to a “Te Deum” – Charpentier  
March on a theme by Handel – Guilmant  
Rondeau from “Abdelazer” – Purcell  
Grand Choeur Dialogué – Gigout  
Promenade from Pictures at an Exhibition – Mussorgsky  
Canon – Pachelbel

### **Suitable Music for the Recessional:**

Wedding March from “Midsummer Night’s Dream” – Mendelssohn  
Toccata from Vth Organ Symphony - Widor  
Trumpet Voluntary – Clarke  
Trumpet Tune – Purcell  
Hornpipe from the “Water Music” – Handel  
Overture or Finale from “Music for the Royal Fireworks” - Handel  
Arrival of the Queen of Sheba – Handel  
Grand March from “Aida” – Verdi  
Marche Triomphale – Karg Elert  
Wedding March – Suttle  
Prelude to a Te Deum – Charpentier  
Crown Imperial – Walton  
March on a theme by Handel – Guilmant  
Toccata – Dubois  
Grand Choeur – Guilmant  
Sortie – Lefébure-Wély  
Processional – Sumsion  
Grand Choeur Dialogué – Gigout  
Promenade from Pictures at an exhibition – Mussorgsky

## **Music for before the service or during the signing of the Register:**

The organist usually play music of their own choice before the service and during the signing, unless you have something specific in mind. In the past, for example, they have been asked to play:

Canon – Pachelbel

Jesu joy of man's desiring – Bach

Adagio – Albinoni

Wedding Day at Troldhaugen – Grieg

Gymnopedie No. 1 – Satie

Wachet auf – Bach

Nimrod – Elgar

Extract from "Polotsvian Dances" – Borodin (aka Stranger in paradise)

Where'er you walk – Handel

If there is anything you want try asking! If we don't have the music though, it is easier for us if you can get hold of it, but do please speak to us first.

## **Some suggestions for music to be sung by the Choir:**

There is a choice of two choirs. If you choose the "Standard Choir", you will have a top-line choir which will lead the singing of the hymns and, if you wish, sing an anthem in unison (i.e. no harmonies). Basically, it is the Junior Choir plus between two and four adults. The fee for this choir is £100.

The "Full Choir" is the choir that you see on most Sunday mornings, and will sing four part harmonies for hymns and anthems. Occasionally, we get a request for a "biggie" anthem, like "Zadok the Priest", or "I was glad", which requires more resources than we have available, and we then invite singers from outside of the church to join us. They do have to be paid, however, and the fee for the choir then becomes negotiable depending on what you want. The normal fee for the "Full Choir" is £200, for which you would get ten singers. **Unfortunately, we cannot offer a choir for weddings on Fridays**

If you want a soloist to sing, for example, "Ave Maria" by Gounod, or Schubert, this can be arranged through me, but it is best if you then liaise directly with them about music and fees. The fee will obviously be in addition to any other choir fees.

**Anthems sung by the Standard Choir** (this list will expand all the time, so if there is anything you specifically want, then please ask).

Jesu, joy of man's desiring – Bach  
Psalm 23 (The Vicar of Dibley) – Goodall  
For the beauty of the earth – Rutter  
Lead me, Lord – Wesley

**Full Choir Anthems:** All the following in four part harmony.

The Lord bless you and keep you – Rutter  
A Gaelic Blessing – Rutter  
All things bright and beautiful – Rutter  
Irish Blessing – Chilcott  
I was glad – Parry (extended choir)  
O thou, the central orb – Wood  
Greater love – Ireland  
Let all the world in every corner sing – Vaughan Williams  
Laudate dominum – Mozart (requires soprano soloist – see soloist notes)  
Panis angelicus – Franck  
Zadok the Priest – Handel (extended choir)  
Ubi caritas – Duruflé  
Hallelujah Chorus from "Messiah" – Handel  
God be in my head – Walford Davies or Rutter  
Rejoice in the Lord always – Purcell  
Let the people praise Thee, O God – Matthias  
Blessed be the God and Father – Wesley

**Suggested Hymns:** You will need to choose three hymns:

All creatures of our God and King  
Amazing grace (can be done as blues version with piano)  
At the name of Jesus  
Be thou my vision (can be done in Celtic style with piano and Bohdran)  
Crimond (The Lord's my shepherd)  
Dear Lord and Father of mankind  
Father, hear the prayer we offer  
Fill thou my life  
Give me joy in my heart  
Glorious things of thee are spoken  
Great is thy faithfulness  
Guide me, O thou great Redeemer  
Immortal, invisible

I vow to thee my country  
Jerusalem  
Lead us, heavenly Father  
Let all the world in every corner  
Lord of all hopefulness  
Lord, the light of your love (Shine Jesus, shine) (piano accompaniment)  
Love divine (choice of two tunes. Can be done with piano  
accompaniment)  
Love changes everything (piano accompaniment)  
Make me a channel of your peace (organ or piano accompaniment)  
Now thank we all our God  
O Lord my God (How great thou art)  
O perfect love  
O praise ye the Lord  
O worship the King  
Praise my soul  
Praise to the Lord, the Almighty  
The King of love  
There is a Redeemer (organ or piano accompaniment).  
Thine be the glory  
To God be the glory

## Check list

Met with Assistant for Marriages or Rector and booked wedding

### *To be done once wedding booked*

Arranged for banns to be read at home parish (if required)

Chosen readings and readers

Decided on bells, choir and video and informed Rector

Arranged music with Director of Music and sent off music form

Informed Mabs Ostley about your flowers and returned form

Booked in on Marriage Preparation day

Have been advised by Rector which priest is officiating

### *To be done three months prior to wedding*

Booked preparation meeting with priest officiating

Booked date for wedding rehearsal with priest

Draft order of service approved by priest

### *To be done at least two weeks before wedding*

Obtained banns certificate from home parish and sent to priest (if reqd.)

Paid wedding fees to priest or parish office