

Application Pack for a Marriage Service or Marriage Blessing Service in the By Brook Benefice



Application for Marriage

We would like to thank you for your enquiry about a wedding or marriage blessing service. The Bible tells us that marriage is a gift from God offered to humankind, and a way through which we may know the grace of God. So, as the church we welcome all enquiries for weddings and blessings. However, marriage is a legal as well as Christian ceremony, and so there are legal requirements that determine whether or not we are able to carry out a ceremony for you.

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 the invitation to begin a new 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.

Marriage in the By Brook Benefice

The By Brook Benefice is a group of 9 rural churches served by a full-time Priest-in-Charge, a Team Vicar and a number of retired clergy. So, it is important that you speak to us before booking a reception venue as we may not be able to offer the date that you are initially looking at. We can only book wedding services when a minister is available.

Before the marriage service, you will be invited to participate in marriage preparation. There are two parts to this. Firstly, you will need to attend the marriage preparation day that we will be running in January. Further details about this are available from Lynn in the benefice office (details at the end of the pack). Secondly, you will need to meet with the minister taking your wedding service to talk through anything that you would like to discuss, as well as to plan your service details. In the ideal world, both of you will attend all meetings, so that you can talk through and make decisions together.

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 so if you are resident in one of our parishes then we would be very happy to talk further with you about your wedding. Of course there are sometimes very good reasons why you are looking for a wedding service somewhere other than your local church, and as long as you can show one of the following connections to one of the churches in our benefice, we may be able to

offer you a wedding service or marriage blessing service. If you aren't sure where your local church is, you will be able to find out by looking at www.achurchnearyou.com

Qualifying connections:

You can marry in a Church of England church 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 in the parish concerned **or**
- was prepared for confirmation in the parish **or**
- has at any time regularly gone to normal church services in the parish church for a period of at least 6 months **or**

That 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 gone to normal church services in the parish church for a period of at least 6 months **or**

That one of your parents or grandparents:

- was married in the parish

If you are looking to get married here by qualifying connection rather than residency, then we will need to see evidence of your connection to the parish that you would like to be married in. Please see **Appendix B**. Marriage Blessing services are not covered by the same qualifying criteria, so we may be able to offer you this if you do not qualify for marriage here, but it does depend on whether or not we have a minister available.

There are a couple of other important legal requirements that you need to be aware of. No one under the age of 16 may be married, under the age of 18 without parental consent, and there is a series of relationships between people which are not permitted to marry (if you are not sure if you might fall into this category then please just ask us). Marriages can only take place between the hours of 8:00am and 6:00pm.

What can we expect from the church?

The church takes marriage very seriously, which is why marriage preparation is a requirement before the service. We will help you to understand what you are going to do and say, and help you to think through what marriage is all about in order to help you put the best possible foundations in place for your marriage. We hope that you will come to church whether you need to or not so that we can welcome you, get to know you, and support you as you begin your married lives together, and if you are local that you may continue to be a part of the church after your wedding day so that we can be there for you as a wider church family. We also offer groups for children and for adults to help you to grow into your faith and to learn more about God and the role that he can take in our lives. For more information, please contact Revd Jonathan Philpott on 01249 782663.

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

It is worth spending time preparing properly for your marriage. It is not something to rush in to. Once you have read through the FAQs on the next page, please work through the steps below so that we can gather all the information that we need in order to proceed your application.

- 1) Please speak to Lynn at the office to check if the date you would like is available.
- 2) Once you have spoken to Lynn and we have pencilled in your date, complete the attached application form (**Appendix A**).
- 3) If your marriage is by qualifying connection rather than residency, please also complete the attached qualifying connection form and return it with your application and evidence to show the connection (**Appendix B**).
- 4) If you have been married previously, please see the FAQ section, complete the “Marriage in Church after Divorce” form, and enclose your original decree absolute.
- 5) Once we have received your application pack, and accompanying paperwork, and processed it, we will then confirm whether that you can be married by the calling of banns or if you will need to apply for a common license. We will also confirm the minister who will be taking your service.
- 6) Come along to the marriage preparation day.
- 7) The minister taking your service will contact you to talk through the details of the service.
- 8) Nearer the service, we will arrange the calling of your banns (if relevant). 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 so it can be quite a special occasion if you are able to attend.

- 9) If you live outside of the benefice, you will need 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 Once they have been read, you will be given a banns certificate, which you will need to return to us as soon as you get it.
- 10) About 6 weeks before your wedding, you will be sent an invoice for the fees. The fees need to be paid a month before your service otherwise we won't be able to hold the date. If there are any problems in paying a month in advance, please do let us know as soon as possible. The fees vary by church, and depend on additional requirements.
- 11) Usually the day before your wedding, we arrange for you to have a rehearsal in the church, to speak the words you will say to one another, and to practice the all important entry and exit of the bride and groom.
- 12) The big day. We will do our best to make it as special as we can for you!

Meeting "the vicar!"

Before you see the minister taking your wedding, there are a couple of things that you can do to prepare. Firstly, have a look at www.yourchurchwedding.org and start to think about readings and music that you might like in your service. Please let the minister see a copy of the order of service before you have it printed.

Secondly, each of the churches in the benefice has slightly different rules on confetti, flowers, and candles. Please read these rules (enclosed) carefully to ensure that your plans will be possible.

Finally, because of the increase in "sham weddings", we will need to ask you both to confirm your identity. Please contact the benefice office to make an appointment either with Lynn or with Revd Jonathan Philpott once your wedding is booked. The identification that you will both need to bring is as follows. **3 documents must be seen.** One from Group 1 plus any two from Groups 1 or 2.

Group 1:

Passport
 Driving licence (both paper and photo card)
 Birth certificate
 EU National Identity Card
 Adoption Certificate

Group 2:

Bank/building society/credit card statement*
 Utility bill*
 Insurance certificate**
 Addressed payslip*
 National Insurance Card
 Vehicle registration document

* Should be issued within the last 3 months. ** should be issued within the last 12 months.

Some Frequently Asked Questions

Can I get married in any Church of England church?

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

I'm not baptised (christened) and 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 Lynn at the benefice office. We realise that you will be under pressure to book reception venues, florists, photographers, cars etc, but if we don't have a minister available we can't do a service. It's easier to speak to us to make sure we can do a date 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. Because churches are very busy leading up to Easter, we don't offer wedding services during Lent. There are some other dates that aren't possible because of prior bookings, so speak to Lynn at the benefice office.

We would like to have a video of our wedding. Is that possible?

Yes, that is possible. You will need to sign and return the "Use of Video" form enclosed in this pack (**Appendix C**), and you will also need to apply for a Limited Manufacture Copyright Licence if your videographer doesn't already have one. We will need to see a copy of the licence before the service, and it is your responsibility to arrange this. The licence is available from [www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence\(LM\).aspx](http://www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence(LM).aspx)

What happens if one of us is a foreign national?

This depends on your circumstances. 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/ to see if you need any entry clearance. 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. You will also need to contact the Diocesan Registrar to see if you need a Common Licence in order to get married. For Bristol Diocesan Registry, please contact Tim Berry on 01749 674747.

What about if we are British citizens living abroad?

You can get married in any church where you have a qualifying connection. You will need to apply for a Common Licence. For Bristol Diocesan Registry, please see above.

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

The church believes that marriage is for life, but also recognises that sadly, some marriages do fail. You will need to speak to a minister about your own situation. They will want to talk to you frankly about your past and your hopes for the future and will let you know whether they can remarry you. Even if it is not possible to do a wedding, we may be able to offer you a marriage blessing service. You will need to complete the form "Marriage in Church after Divorce" and return it, along with the original copy of the decree absolute (which we will return to you) with your application. This can be obtained from www.churchofengland.org/media/1162432/leafletforenquirers.pdf

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. You must have your banns read out in church for three Sundays during the three months before the wedding.

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, it is recommended that the Licence procedure be used rather than banns. This is especially recommended if there is any doubt as to the legal requirements of the home country of a non-British person for recognition of an English Church marriage. When you speak to Lynn at the benefice office, she will be able to advise you if you need to apply for a licence.

What does it mean to attend worship regularly for a minimum of 6 months?

If this is the qualifying connection that you choose, you will need to attend worship at a church in the benefice at least once a month for 6 months. As we rely on a number of ministers to cover services, you will need to take a service attendance form (**Appendix D**) with you for the minister taking the service to sign. This is your responsibility, and although we can pencil in your wedding date, we are unable to confirm it until you have attended worship for 6 months and returned the completed attendance form to Lynn at the office. As this is a legal requirement, we are unable to provide a wedding service if evidence is not provided.

Parish Policies on Flowers, confetti and candles (where relevant):

1) St Nicholas' Church, Biddestone

You are welcome to arrange for a florist to provide flowers. Please contact Penny Lloyd, one of the churchwardens on 01249 716560 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

2) St Mary's Church, Grittleton

You are welcome to arrange for a florist to provide flowers. Please contact Doug King, the churchwarden on 01249 782448 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

3) All Saints' Church, Littleton Drew

You are welcome to arrange for a florist to provide flowers. Please contact Caroline Cook, the churchwarden on 01249 782787 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome outside of the churchyard, but not within the church grounds or within the church itself. Rose petals are particularly attractive and suitable.

4) St Mary's Church, Nettleton and Burton

You are welcome to arrange for a florist to provide flowers. Please contact Marje Caie, one of the churchwardens on 01454 218072 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

5) St James' Church, North Wraxall

It is usual for couples to organise their own floral decorations, but if you wish we can suggest one of our flower arrangers who should be able to do this. The church is normally open so you can come and see the church. We would ask you however, not to open the altar rails or go onto the altar area as it is alarmed. Please contact Ann Godwin, one of the churchwardens on 01225 891237, to ensure you have everything you need on the actual day the florist will be decorating the church, and also if you wish to go into the altar area.

In the church we have 4 pedestals for arrangements which you are welcome to borrow for your flowers. If you wish to have flowers on the pew ends, we do have some holders, but please check that we have enough. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome inside or outside of the church. Rose petals are particularly attractive and suitable.

6) St Nicholas' Church, Slaughterford

You are welcome to arrange for a florist to provide flowers. Please contact Merope Sylvester, the churchwarden at merope.sylvester@barclays.com to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable. As there are cattle around the church, please can you ensure that no rice is thrown.

7) St Mary's Church, West Kington

You are welcome to arrange for a florist to provide flowers. Please contact Dido Lamb, the churchwarden on 01249 782860 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could arrange their removal, except for those on the altar and the memorial vase which should be left there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

8) St Margaret's Church, Yatton Keynell

You are welcome to arrange for a florist to provide flowers. Please contact Wanda Hall, the churchwarden on 01249 783825 to arrange access to the church. If you are bringing flowers into the church, it would be appreciated if you could leave them there for the Sunday service.

Biodegradable confetti is welcome in the churchyard. Rose petals are particularly attractive and suitable.

9) St Andrew's Church, Castle Combe

St Andrew's is slightly different because it is a church that receives a large number of visitors and tourists, and so there is a more detailed policy for weddings.

The Village and its Facilities

Please see the Castle Combe village website for full information of the facilities in Castle Combe.

<http://www.castle-combe.com>

Accommodation and refreshments - There are a variety of places offering accommodation and refreshments in Castle Combe and the surrounding area – please see the village website. There are no facilities at the church to offer refreshments.

Parking - There is no parking at Church and very limited parking in the village itself, so guests will need to use the free public car park at the top of the village (well signed from the B4039). There are a couple of local transport companies who can provide minibuses to transfer guests from the car park to the Church.

Toilets - There are no toilets at the church, but there are public in the village just after the bridge (approx 200 yds from church).

Tourists -The Village is a popular tourist destination and you should consider this when planning for your arrival and departure from church. Weddings are public services, so anyone can come in during the service, however we would recommend that you appoint one of your ushers to advise visiting tourists that a wedding is taking place, and find an appropriate place for them during the service.

Flower Arrangements

Because of the numbers of visitors to St Andrew's Church, great pride is taken in its floral displays throughout the year, but especially during key festivals in the church year. These are often done voluntarily by local members of the community, and are enjoyed by the whole community as well as visitors. Please do not remove existing flowers without permission from the P.C.C. which can be sought by emailing standrews.weddings@gmail.com

When considering your wedding flower arrangements we ask you to be respectful and to adhere to the policy laid out below:

On no account must the flower arrangement set up high on memorial pillar in main body of church be removed. Candles are not to be used as part of floral displays. Church stands are available on request.

It is important that arrangements for Weddings Flowers follow **and choose** from the guidelines below:-

- 1 pedestal by the step up to the choir stalls
- 1 pedestal by the pillar (opposite south door on the far side)
- Alternate pew ends (there are hooks in place)
- Two pedestals either side of the altar
- A posy on the table in the knight's chapel where the marriage register is signed
- Two arrangements on the windowsills in the south door porch
- Two arrangements outside the south door porch.

No wedding flower arrangements should be removed from the church after the service with the exception of those outside the porch.

If you are using a florist that is unfamiliar with St Andrew's, please ensure they are provided with a copy of this policy. If you would like to use a local florist then we can point you to some good local companies who are familiar with the church. Again, please email us at standrews.weddings@gmail.com

Please confirm your plans with the Benefice Office once you have decided on them.

Candles

Please note that no candles are to be brought into Church as part of the decorations for the service. There are candles in the church already which will be lit as it is a church service.

Confetti

We would ask you and your guests **not to use** any forms of confetti in or around St Andrew's Church. Please can you ensure your guests are aware of this.

Thank you for your help and understanding in this matter. Should you have any queries regarding the above please contact standrews.weddings@gmail.com and we will answer as soon as we can.

SOME IMPORTANT NOTES APPLYING TO ALL CHURCHES

Keeping the churches clean and tidy

We want you to enjoy your wedding day as much as possible, but there are occasions when the churches are not left in a very good state, either with litter left or confetti which can take a long time to clear up. We largely rely on volunteers to make your special day special, and so you will see on your invoice a request for a returnable deposit cheque for £100 just in case we need to bring someone in to clear up afterwards.

Please can you submit this as a separate cheque to the rest of the invoice and then we don't need to bank it unless there is a problem. All cheques to be made payable to the "Bybrook Benefice Fee Account"

If all is well, we will return the cheque to you within 14 days of your wedding day. If we need to use some of it, we will send the balance along with a receipt to show what the money was spent on. To avoid any problems, please appoint one of your ushers to check the church at the end of the service to ensure there is no litter left, and all orders of service are taken with you.

Retiring collection

All of the churches in the By Brook Benefice are historic buildings that are kept open, clean and maintained by volunteers using their own money and any donations. We are pleased to welcome people to use them, and it would be appreciated if you could mention in your order of service that a retiring collection plate will be available if people are willing to support the work of the church here, keeping them open and functioning for special days just like yours.

Service Arrangements

Arrangements for organists, bells, choirs, and other practicalities for your service are all dealt with through the benefice office and the minister taking your wedding. Please contact Lynn with any enquiries.

MARRIAGE APPLICATION FORM

Please complete the sections appropriate to this application in black ink and **BLOCK CAPITALS**, sign and return as directed.

1. Your details:

GROOM'S DETAILS	BRIDE'S DETAILS
Full name: <input style="width: 90%;" type="text"/>	Full name: <input style="width: 90%;" type="text"/>
Full Current Address: <input style="width: 90%; height: 40px;" type="text"/>	Full Current Address: <input style="width: 90%; height: 40px;" type="text"/>
At address since: <input style="width: 90%;" type="text"/>	At address since: <input style="width: 90%;" type="text"/>
Age at time of wedding: <input style="width: 90%;" type="text"/>	Age at time of wedding: <input style="width: 90%;" type="text"/>
Nationality: <input style="width: 90%;" type="text"/>	Nationality: <input style="width: 90%;" type="text"/>
Phone: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
Mobile phone: <input style="width: 90%;" type="text"/>	Mobile phone: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>
Date of birth: <input style="width: 90%;" type="text"/>	Date of birth: <input style="width: 90%;" type="text"/>
Occupation or profession: <input style="width: 90%; height: 40px;" type="text"/>	Occupation or profession: <input style="width: 90%; height: 40px;" type="text"/>
Current marital status? (please underline your present status) Single: Widower: Previous marriage dissolved/annulled: Surviving civil partner: Previous civil partnership dissolved/annulled	Current marital status? (please underline your present status) Single: Widower: Previous marriage dissolved/annulled: Surviving civil partner: Previous civil partnership dissolved/annulled
Name of your Parish Church (for banns) <input style="width: 90%;" type="text"/>	Name of your Parish Church (for banns) <input style="width: 90%;" type="text"/>

Are you related or connected in any way by marriage? If so, please give details:
 Yes No

If any of your details are due to change before your wedding, please note below. If you are moving house, please give your new address here, including when you plan to move if known.

2. Fathers' Details (for the registers)

GROOM'S FATHER'S DETAILS	
Full name:	<input type="text"/>
Still living?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation or profession: (if retired, please state)	<input type="text"/>

BRIDE'S FATHER'S DETAILS	
Full name:	<input type="text"/>
Still living?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation or profession: (if retired, please state)	<input type="text"/>

3. Type of service required

Marriage Service

Blessing of Marriage Service

4. Data Protection

We would like to be able to contact you about what is going on in the By Brook Benefice, such as special services or family events. If you would prefer that we did not contact you in this way, please put a cross in this box.

5. Confirmation and Signature

We have read and understand the information given in the marriage pack, and subject to full payment of fees on time, and completion of all necessary requirements, we would like to apply for a marriage service in the By Brook Benefice. **(to be signed by both bride and groom)**

Signed

Date

Signed

Date

Checklist: (please check that you have included the following documents with your application where relevant)

1. Application form (Appendix A)
2. If you are marrying by qualifying connection rather than residency, please return the Marriage Measure 2008 (Appendix B) form in addition to the application form along with supporting evidence
3. If previously married, please include the original decree absolute which we will return to you, and also the Marriage in Church after divorce form (see FAQ)
4. If you are planning on using a video in your service, please enclose your video copyright licence, and also the Use of Video form (Appendix C)
5. If either of both of you is a foreign national, please send your proof of eligibility from the UK Border Agency

Once completed, please send your form and all accompanying documentation to The Benefice Office, The Bell Inn, High Street, Yatton Keynell, Wiltshire. SN14 7BG

YOUR QUALIFYING CONNECTION WITH THE PARISH

Please complete sections 1 and 2 and whichever questions(s) in section 3 apply

SECTION 1 *(Please tick relevant statement(s))*

I wish to rely on a connection with the parish by virtue of **one or more** of the following:

- I was baptised in the parish (by a Church of England service/form of baptism)
- I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish
- My parent or grandparent was married in the parish by a Church of England service
- I have had my usual place of residence in the parish for at least 6 months*
- My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime*
- I have habitually attended public worship at Church of England services in the parish for at least 6 months **
- My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime**

NOTES

** This can apply whether or not you or your parent(s) are still resident in the parish*

*** This can apply whether or not you or your parent(s) are still attending worship in the parish*

Note: In the Church of England Marriage Measure a parent means:

- *parent of either a legitimate or an illegitimate child; or*
- *an adoptive parent (This requires legal adoption); or*
- *a person "who has undertaken the care and upbringing" of another person.*

For a grandparent one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.

SECTION 2

Does any of the information on which you are relying to show your connection with the parish:

- give a name for you which is different from the one you have used on this form; or
- give the surname for any parent or grandparent of yours which is different from your surname as set out on this form? Yes/No

If yes, please:

- give the previous/other name(s)
- explain how the difference has arisen and
- if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name)

PLEASE NOW GO ON TO COMPLETE THE PART(S) OF SECTION 3 WHICH CORRESPOND TO THE STATEMENT(S) YOU HAVE TICKED IN SECTION 1 ABOVE.

SECTION 3

Please answer the questions which relate to the connection(s) you have ticked in section 1.

Please give exact dates, places, names etc if possible – if not, please give as much information as you can.

As regards what documentary or other information will be needed, please see the paragraphs in the House of Bishops' guidance on the Church of England Marriage Measure (see front page) which deal with the relevant connection with the parish. The documents you supply will be returned to you.

Please complete your answer on a separate piece of paper if necessary and submit it with the form.

My Connection is that I was baptised in the parish (by a Church of England service/form of baptism)

When were you baptised?

Where were you baptised?

What documentary or other information do you have for this? *(Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form)*

My connection is that I have been confirmed (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish

When were you confirmed?

Where were you confirmed?

Who prepared you for confirmation?

In which register is your confirmation recorded?

What documentary or other information do you have as regards the registration of your confirmation? *(Please submit any copy of an entry in the confirmation register, certificate etc or other documents with this form)*

My connection is that my parent or grandparent was married in the parish by a Church of England service

When and where did the marriage take place?

Please give names of the parties to the marriage, and state how the relevant party/parties are related to you.

What documentary or other information do you have for this? *(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)*

My connection is that I have had my usual place of residence in the parish for at least 6 months - This can apply whether or not you are still resident in the parish

Please give

- Each address at which you have been resident in the parish, and
- The dates between which that address was/has been your usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that my parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are still resident in the parish

Please give:

- Each address at which a parent of yours has been resident in the parish;
- The name(s) of the parent(s) resident there; and
- The dates between which that address is/was his/her/their usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that I have habitually attended public worship at Church of England services in the parish for at least 6 months - This can apply whether or not you are still attending worship in the parish

When did you begin to attend public worship habitually in the parish?

If you no longer do so, when did you cease to do so?

Please state:

Where you worshipped in the parish during this period;

How often/on what occasions; and

What types of services you attended.

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that my parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are are still attending worship in the parish

When did your parent(s) begin to attend public worship habitually in the parish?

If that is no longer the case, when did it cease?

Please give his/her/their name(s) and his/her/their address(es) over that period

Please state:

Where he/she/they worshipped in the parish during that period

How often/on what occasions; and

At what types of services?

What documentary or other information do you have for the above?

(Please submit the documents with this form)

**NOTICE TO PERMIT USE IN CHURCH OF VIDEO RECORDING EQUIPMENT
FOR MARRIAGE SERVICES**

Parish of

Video Recording of The Wedding

on

of

This Notice is issued by the Priest-in-Charge to give permission for recording equipment to be brought into and used inside the church for the purposes of recording the above service subject to the following conditions:

- a) Only one camera is to be allowed in the church
- b) Only a fixed camera position can be used, and this must be discreet and unobtrusive. The position of the camera is in the sole discretion of the Priest-in-Charge.
- c) No extra lighting is permitted in the church.
- d) A current Wedding Video Recording Licence must be produced before any equipment is brought into the church.

The attention of the videographer is drawn to the following matters:

1. The law of copyright is complex. It is most important that it is recognised that neither the Priest-in-Charge nor the Parochial Church Council has any authority to give copyright permission for the lawful reproduction or recording of any work – literary or musical – which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. Certain “blanket” arrangements have been made to facilitate the recording in church of the texts of the marriage services. Without prior application having been made to the copyright owners, copyright permission, subject to the conditions in paragraph 3, has been given for the recording on either videotape or audiotape of the following material:

Solemnization of Matrimony from the Book of Common Prayer

The Marriage Service from Common Worship

Baptism of Infants from the Book of Common Prayer

Holy Baptism from Common Worship

The Psalter in the Book of Common Prayer

The Psalter in Common Worship.

3. The conditions on which a tape of the material specified in paragraph 2 may be made without prior application are as follows:
 - i) No rights in the recording and no copies of it shall be transferred or assigned in consideration of money or money's worth i.e. the rights in the recording and copies shall not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
 - ii) No more than three copies of the recording shall be made.
 - iii) The recording, including an extract from it, shall not be exhibited in public.

4. The copyright owners of the material listed in paragraph 2 charge no fee for this permission.

5. These "blanket" arrangements and the permissions relating to the material specified in paragraph 2 do not extend to any part of the service other than the text of the authorised service and psalms. Thus hymns, anthems, additional prayers etc are not covered by these permissions and it is your responsibility to obtain permission for such copyright material which is included in the service. Copyright subsists in a work at least until the end of the period of 70 years from the end of the calendar year in which the originator (author, composer etc) died. Where there is doubt whether material is copyright the publisher will usually be able to assist. So far as copyright music and lyrics are concerned detailed advice of aspects of copyright is available from European Copyright Licensing Ltd, and the appropriate Licence is to be obtained from [www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence\(LM\).aspx](http://www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence(LM).aspx)

6. The fee is payable to the Parochial Church Council for the Priest-in-Charge's permission to bring into and to use recording equipment inside the church, and this will be included in the final invoice.

I have read the whole of this Notice. I accept that the Priest-in-Charge has only given me permission to bring into and to use video recording equipment inside the church subject to the conditions specified above. I acknowledge that the Priest-in-Charge has not given copyright permission or authorised the recording of any material or performance which may be protected by law.

Signed.....(Videographre)

Print name..... Contact telephone number.....

Date.....

