



## YOUR WEDDING AT HOLY TRINITY

We are delighted that you are getting married at Holy Trinity and we hope the following information (and the checklist at the end) will help you plan for your wedding day. We shall do all that we can to assist you and pray that God will be with you in your planning, on the day and throughout your married life.

### 1 SPECIFIED EVIDENCE

Tim (Vicar) will need proof of your identity. A valid UK passport is normally sufficient. Tim will discuss this with you at his first meeting with you.

### 2 BANNS

The banns form confirms that you wish to be married at Holy Trinity.

Most people are married in church after banns have been read. It is a legal requirement that the banns are called at the church of the parish **in which each of you lives**. (i.e. not necessarily only at Holy Trinity). The banns are read out at the morning service (10.15 am) on the first three Sundays of the month usually two months prior to the month in which your

wedding will take place. Please could you make sure that at least one of you is able to be present at the calling of the banns to ensure that they are called correctly.

If either of you lives in a parish other than Holy Trinity, you will have to contact the Vicar of that parish to arrange for the banns to be read there also. If this is the case, you will need to obtain a certificate of the calling of such banns from the Vicar and **send it to Rev'd Tim Armstrong, St John's Community Hall, Furlong Road, Westcott, Dorking, Surrey RH4 3PP not less than two weeks before your wedding. You cannot be married without this certificate - so it is very important.**

### **3 MEETINGS**

An initial meeting is held with Tim to meet you and check your specified evidence and any legal aspects about your marriage.

A second meeting with Ali Mabley to fill in the Banns/Wedding application form and to discuss practical issues about your wedding.

A third meeting with Tim to look at the service, and to share ideas and thoughts concerning marriage.

Finally, there is a rehearsal in church in the week prior to the wedding.

### **4 FLOWERS**

Ali will discuss this with you.

### **Registering your marriage/obtaining your wedding certificate.**

After your wedding we will send your "Marriage Document" to the Registrar. You can then obtain your wedding certificate on-line from [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

Any queries to:  
The Register Office  
81 Oatlands Drive  
Weybridge  
KT13 9LN  
0300 200 1002

### Checklist:

Identity checks

Wedding Application/Banns Form

Do you need (and are you arranging to obtain) a banns certificate from another church?

Have you checked service proofs with Tim, including copyright acknowledgements?

Have you phoned the organist/musicians/arranged for Spotify?

Have you requested help with cones/parking?

Have you paid the church fees?

Have you paid organist/musicians fees and arranged for someone to pay the verger on the day? NB the church is not involved with these payments.

Have you organised flowers and access to the church?

Have you sent Tim banns certificate(s) from another church?

Enjoy your wedding planning and if we can help in any way – please do ask us!

### 5 CONFETTI

We welcome confetti! – but outside the Church and please ask your guests to use rice or bio-degradable confetti.

### 6 MUSIC

Please discuss with Ali any musical requirements.

If any of the hymns that you have chosen are subject to copyright, we will need to check that they are covered by one of our licences and the appropriate acknowledgements will need to be made in the order of service.

Regarding the organ – it is worth arranging an organist well in advance of your wedding, we can help you with finding an organist if required.

Please liaise with the organist regarding their fees for playing at your wedding and for any additional costs for rehearsals with singers if needed. Payment for the organist and any musicians is made directly by the wedding couple to the musician.

We also advise you to contact the organist regarding your choice of music, hymns etc early on in your wedding planning. If you would like to book a singer(s) or musician(s) for particular parts of the service e.g. the signing of the register, again, we recommend organising early on in your wedding planning.

We can also play any tracks on Spotify – if you wish these to be used during your wedding.

Please see separate fees table re costs for music supplied by church.

## 7 SERVICE SHEETS

If you are having printed service sheets do allow plenty of time for proof reading and printing. (Please check proof with Tim).

## 8 ZOOM

If you wish we can Zoom your wedding, there is an extra cost- please see separate fees table.

## 9 PARKING

We are able to help with parking. A Westcott resident will reserve the church carpark by putting out cones the night before your wedding. They will then help with the parking for the wedding and then remove the cones after the wedding. See separate fees table - described as verger. We need to book them in good time!

## 10 FEES

Please see separate fees table.

The fees should be paid not later than four weeks before your wedding, by transfer to:

Barclays Bank

Sort Code: 20-23-97

Account Name: Westcott Church Funds

Account Number: 10060658

And, finally, if you have any questions or if I can help in any way, please do not hesitate to contact me:

Ali Mabley

[alimabley.htw@gmail.com](mailto:alimabley.htw@gmail.com)