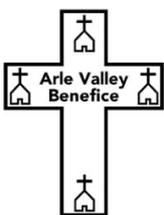


Getting Married in The Arle Valley Benefice



Wedding Information Booklet



St John the Baptist, New Alresford
St Mary the Virgin, Old Alresford
St Peter's, Ovington
All Saints, Bighton

The Benefice Office, St. John's Church,
West Street, Alresford SO24 9AG
01962 733545 / arlevalleychurches@gmail.com
www.arlevalleychurches.org.uk

“Congratulations on your decision to get married. We are delighted that you are exploring getting married in one of our churches in the Arle Valley Benefice. Each wedding is special, and we feel privileged that we can join you on this journey. We will do all that we can to make sure that the occasion is a happy and meaningful one for you.”

Welcome to the Arle Valley Benefice

We are a Benefice of four churches: St. John the Baptist, New Alresford, St. Mary the Virgin, Old Alresford, St. Peter's, Ovington and All Saints in Bighton.

This booklet is to guide you through what a wedding in one of our churches might look like, and how we can help you begin your marriage in a way which suits you both. As you look forward to your Wedding Day there are so many things that you need to sort out. If there is anything that you need help with as you think about the service do please ask. We will also do as much as we can to help you think through the bigger issues of what marriage means.

As you read on you will find some details about the service, some of the legal formalities, readings, hymns, music, flowers and bells. At the back of this booklet, you will also find a helpful check list to work your way through as well as a list of fees and contact details.

You are also warmly invited to attend any of our church services to see for yourself how things are done and to meet our church family. Any information about church services can be found on this website: www.arlevalleychurches.org.uk.

Please remember that even if you cannot get married in this Church, we may be able to offer a service of blessing, thanksgiving or suitable prayers as you begin your new life together.

Our Churches

Each of our churches is an historic building and that brings special qualities to your wedding. Before you finalise your plans, it is important that you are aware of what is possible and available in each church.

St John the Baptist, New Alresford

West Street, New Alresford,
Hampshire, SO24 9AG

It has been the Parish Church of New Alresford since 1851. However, we know from the Domesday Book that there was a church in New Alresford soon after the Norman Conquest. Until 1851 it was part of the Parish of Old Alresford.



Rector

Position Vacant - Contact Benefice Administrator

Tel. 01962 733545

email: arlevallychurches@gmail.com

Church Wardens:

Rosie Waring Green

Tel. 07891 120662

email: rwg@22rwg.co.uk

James Lees

Tel. 01962 732574

email: james@lees92.plus.com

Organist Ian Waring Green

Tel. 01962 733237 email: ian@robinhoodmusic.com

Bells Ring of 8 bells

Tower Secretary Elizabeth Johnson Tel. 01962 733266

Church Flowers Maureen Skayman Tel. 01962 735321

Capacity of Church: 225

Loop System Available

Car Parking - This is not always easy in Alresford, nor is finding the church if you don't know where it is. Your guests may appreciate some directions if they are from out of town. There are car parks at the Station and on Jacklyns Lane.

St Mary the Virgin, Old Alresford

Colden Lane, Old Alresford
Hampshire SO24 9DX



The church of St. Mary the Virgin was mentioned in the Domesday Book, with the present brick and flint building constructed in the 18th century. It is considered to be of special architectural and historic interest, and Listed Grade II*.

The church enjoys an amazing view over the surrounding countryside; the walk crossing the churchyard and seats here are used by many villagers for prayer and contemplation every day.

Rector

Position Vacant - Contact Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Church Warden:

Roger Parsons

Tel. 01962 734561

email: rwjparsons@gmail.com

Wedding Coordinator

Sarah Richardson Tel. 01962 732720

Organist

Please contact the Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Capacity of Church 110

Bells

Ring of 6 Bells

Tower Secretary

Elizabeth Johnson Tel. 01962 733266

Church Flowers

Sarah Vey

Tel. 01962 732532 email: sarah@godsman.co.uk

Car Parking

The field can be made available at a cost of £50.00. This must be pre-booked.

St Peter's, Ovington

Ovington, Alresford
Hampshire, SO24 0RB

Ovington has St Peter's church, a 150-year-old Victorian construction with flint walls and a distinctive oak bell tower with a spire. It is situated alongside the site of the original 13th century church of which the west arch remains.



Rector

Position Vacant - Contact Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Church Warden

Position Vacant - Please contact the Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Organist

Please contact the Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Bells

Four bells to be chimed only

Tower Secretary

Elizabeth Johnson Tel. 01962 733266

Church Flowers

Patricia Clark
Tel. 01962 732660

Capacity of Church 100

Loop

System available

Car Parking

Most parking is on narrow country lanes. Please warn your guests that farm vehicles are wider than cars and must be able to get past. There is a yard available by prior arrangement, which will accommodate about 20 cars.

All Saints, Bighton

Bighton, Alresford
Hampshire, SO24 9RA

A place of worship has been on the site of All Saints Church for 1,000 years. The first reference to a church on the site appears in the Domesday Book.



It has been rebuilt and altered several times over the last 1000 years. In its current form the earliest part of the church dates from 1180.

Rector

Position Vacant - Contact Benefice Administrator

Tel. 01962 733545

email: arlevalleychurches@gmail.com

Church Wardens

Robert Ellis

Tel. 01962 773427

email: robert.sally120@gmail.com

Chris James

Tel. 07974 927901

email: crjathome@hotmail.com

Church Flowers

Philly Sargent

Tel. 01962 732300

Organist

By arrangement with Bob Ellis - 01962 773427

Bells

One Bell only

Capacity of Church

100, although it is possible to accommodate more by special arrangements.

Car Parking

There is limited parking on the approach to the church but ushers must keep the area close to the church free for bridal transport. There is a field available by prior arrangement.

Preparing For Your Wedding

Establishing Your Connection with the Benefice

When booking your wedding and completing the Marriage Application Form the information that you will be asked to give must be accurate in every detail. You will sign it and date it to confirm that it is correct so you need to be very careful in filling it in.

This information will be used to prepare the Parish Register, the Registrar's Return and your Marriage Certificate. Obviously, all the information that you give us will be treated in the strictest confidence.

The first thing we need to know is whether you live in the Parish of the Church in which you wish to get married. We have an accurate list of all the addresses, which we can consult if you are in doubt.

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 (christened) in the parish concerned, or
- is confirmed and your confirmation was entered in the register of confirmations for a church or chapel in the parish (this will usually be the case if you were 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

And did you know that if you move house, you're immediately connected to the church there? That means you can marry in the church of your new parish.

In all cases involving church services – i.e., going to normal church services, baptism, confirmation or marriage – this applies only to Church of England services.

If you cannot demonstrate any of the above connections, you could create one, simply by attending your chosen church's usual services at least once a month for six consecutive months. If you decide to do this, leave enough time after your attendance for the banns to be read before your wedding too – about another two months should be enough.

At some point in the planning process, you will be required to meet with Paul and Sue Dix together so your details can be confirmed and your wedding can be discussed. Your passport is the most helpful document, together with proof of address. Alternatively, if you were born after 1983 then your birth certificate will be needed together with your mother's birth certificate.

If either you or your partner has been married before, there's an extra step to the process. We will need to see your decree absolute, as well as ID, during this meeting.

There are two other ways of gaining permission to get married in a Church; using a Common Licence or an Archbishop's Special Licence (an Archbishop's Special Licence is only granted in exceptional circumstances).

In order to book your wedding date, you will need to complete a Marriage Application Form and Qualifying Connection Form. These forms should then be submitted to the Benefice Office for review. Once a Qualifying Connection has been established, a meeting will be arranged with a member of the wedding team to discuss your wedding.

Remarriage

Please note that if one of you has been married before then the very first step is to arrange to discuss your hopes for a church wedding with the Rector. She will be very supportive but cannot make any guarantees about whether or not a remarriage in church is possible until they meet you both together – thank you.

Banns

Banns are part of the legal process of getting married in the Church of England.

Because you are entering into a legal contract, the law requires that you announce your intention to marry to the local community, and so your Banns of Marriage are read on three consecutive Sundays within 3 months of your wedding. Although you are not required to be at the services when your Banns are read, it would be nice to see you, and you would be very welcome.

If you both live in the parish boundary of the Arle Valley Benefice (New Alresford, Old Alresford, Ovington, Itchen Stoke, Bighton) and are both British citizens, we will read your Banns, and there is nothing more for you to do.

The important thing to remember is that if only one of you resides in the parish of this Church you must also have your Banns read in the Church in the Parish in which the other of you lives. So, when you have decided when you are going to get married, go and see the Vicar in the other Parish and make arrangements for the Banns to be read there too.

If there is not enough notice given for the banns to be read before the marriage is due to take place, or if one or both of you are British but do not live in England (or Wales), the Common Licence procedure needs to be used rather than banns.

After the Banns have been read in the "other" Church, you must collect the Banns Certificate, which confirms that the Banns have been read in Church on three consecutive Sundays. We must see this certificate before we can legally marry you, so make sure you bring it back to us before your Wedding Day.

If either of you is not a national of the UK or Ireland and doesn't hold Settled or Pre-Settled Status under the EU Settlement Scheme, you will need a Superintendent Registrar's Marriage Schedule to be able to marry. The only exception to this is if you have been granted a Special Licence by the Archbishop of Canterbury.

There are some circumstances in which you may need a Special Licence, Common Licence, or a Marriage Schedule from the Register Office to marry in church. Your rector will let you know if these apply to you. More information can be found at www.yourchurchwedding.org

On your response form, we ask you to indicate whether you are getting married by banns or by licence. This helps reassure us that you have understood what is needed, and that all the paperwork is in place. We cannot stress enough how important it is to get this right, so please do contact us if you are not sure of what is required.

Marriage Preparation

When couples come to us to get married, they are usually asking us to help arrange the wedding day. This is a very important expectation and we hope that this booklet demonstrates that we try to do this.

But there is another side as well. What are you expecting from marriage? Some couples already have an experience of living together, perhaps for several years, before they are married – others choose to live together only after the wedding. We try to support a variety of circumstances.

Each year we have a Marriage Preparation Day on a Saturday when we would like those getting married in the Benefice in that year to attend. The event is run by the Rector who has considerable experience in helping people to think about marriage.

We would like to emphasise that this is not an occasion when anyone preaches at you. It is an opportunity for you both to think quietly about some important issues about marriage (like expectations) at a time when it is all too easy to be swamped by the practical arrangements. We hope that you will attend this session. Most couples find this a helpful and relaxed occasion.

We take pride in giving our couples continued support before, during and after the wedding ceremony, and make every endeavour to provide the happiest possible wedding day.

The Wedding Service

We offer three choices for the words for a marriage service:

Most weddings use the words from The Marriage Service from Common Worship (2000). It is in contemporary language and offers the most flexibility in the choice of readings and prayers.

However, sometimes couples have special reasons for wanting a ceremony that uses old language, such as 'thee' and 'thou' instead of 'you'.

A service from the Book of Common Prayer (1662) is also a legally approved service. There is also a slightly updated version of the 1662 service, known as Alternative Services: Series One, which was used by the Duke and Duchess of Cambridge for their wedding. The language is still old and traditional.

For your thinking, a good outline for the service is as follows:

- Entry of the Bride (music of your choice);
- Welcome & Introductory Prayer;
- First Hymn;
- (Optional Reading);
- The Marriage Ceremony (all the legal bits, vows and rings);
- The Blessing of the Marriage;
- Second Hymn;
- Bible Reading;
- Clergy Address;
- The Prayer and Lord's Prayer;
- The Signing of the Marriage Document (during which, if present, choir sing or music of your choice is played);
- Exit (music of your choice).

You may choose to have a wedding service pure and simple, or also have a communion service. If you are regular churchgoers, this day should perhaps celebrate your taking communion together as husband and wife. It is a choice you will wish to talk through.

How long is the service?

About 40 minutes without communion, and about 50 minutes with communion. It also depends on what you wish to be included in terms of readings etc.

Readings

If you wish to have wedding without communion, we ask for at least one reading from the Bible. You will find a selection printed in full in Common Worship Marriage (pages 16-28). If you are having a communion service with your wedding you will have at least 2 readings, one of which will be from the Gospels. Please consider carefully the readings that are to be printed in the Order of Service and see which appeal to you.

As long as these guidelines are followed, we have no objections to further readings from other sources. However, we should like to be informed prior to the service.

In all weddings, whatever the order of the service, it is our custom that a short address is given by the Rector.

At the Entrance of the Bride

Common Worship allows for the bride and groom to enter church together if they wish. Consider if you wish to do this, and about whether or not the bride wishes to be given away by her father, or another relative.

If the bride or groom have children who will be present, careful thought needs to be given to those children and who will care for them during the service, and their involvement in the ceremony if you wish.



Planning Your Wedding

The steps in preparation for your wedding are as follows:

The collection of basic information regarding yourselves, eligibility, and dates, and the information required for the registers, by the Benefice Administrator.

Initial Interview with the Rector who will officiate at your wedding.

Discussions with Sue and Paul Dix who will help you to decide on the details of the ceremony such as flowers, bells etc. It is essential that you book the bell ringers, organist, and any other musicians well in advance.

A deposit will then be required in order to secure the date.

Payment for the Wedding. We will send you a final bill with information on how to pay a month before the ceremony. For weddings at all of our churches this to be paid by BACS transfer a month prior to the wedding.

Book a Date and Time for the final interview and rehearsal.

Rehearsal takes place to resolve any final issues. This is timed to suit you. It usually takes place in the week of the wedding. We will walk and take you through all the details and check that all is in order.

During the week leading up to your Wedding, a rehearsal is arranged so everyone knows what to do on the day. One evening during that week is probably more convenient, but please speak to the Rector taking the Service to arrange a suitable time for all concerned.

Try to get the following people to come along to the Church for the rehearsal:

Bride and Groom (!)

Bride and Groom's Parents

Best man

Bridesmaid(s) / Page Boy(s)

Witnesses

Ushers

The rehearsal will take approximately an hour, so that we can address all your concerns regarding what will happen.

Practical Matters

Music for your Wedding

Music can add greatly to the joyous celebration of a wedding. It is usually played on the organ, but a grand piano is also available at St John's and it is usually possible to accommodate other instrumentalists or vocalists.

Music you should consider includes:

- At the entry of the bride
- During the signing of the Marriage Document
- On the exit of bride and groom at the end of the service

Help and advice can be obtained if required from our church organists. If you have a particular piece of music on CD it may be possible to play this at St. John's. Please ask for further details.

It is usual to choose two or three hymns for a wedding. Below are some suggestions of hymns that are sometimes sung at weddings. Please feel free to borrow a copy of the hymn book, "**Hymns Ancient and Modern – Hymns and Songs for Refreshing Worship**" from St John's, or you can hear most of these at:

<http://www.yourchurchwedding.org/hymns-media-player.aspx>

As a general guide, it is good to choose hymns that will be known to most of the guests. Do feel free to ask the organists for advice and general help in choosing music.

537	For the Beauty of the Earth	576	Jerusalem
702	Lead us, Heavenly Father	533	All Things Bright and Beautiful
721	Love Divine	394	Tell out my Soul
739	Now thank we all our God	545	Morning has Broken
766	Praise my Soul	650	Great is thy Faithfulness
713	Lord of all Hopefulness	690	Jesus is Lord
629	Father Hear the Prayer	719	Lord the Light of your Love
621	Dear Lord and Father	725	Make me a Channel of your Peace
753	O Praise ye the Lord	728	Meekness and Majesty
590	Seek ye First	765	Praise to the Lord, The Almighty
708	To God be the Glory	676	Immortal, Invisible God only Wise
37	As the Deer Pants		

Organists

St. John's

Ian Waring Green – tel. 07734 460000.

St. Peter's, Ovington

Please contact the Benefice Administrator – tel. 01962 733545

St. Mary's, Old Alresford

Please contact the Benefice Administrator – tel. 01962 733545.

All Saints, Bighton

By arrangement with Bob Ellis – tel. 01962 773427.

If you choose to bring your own organist you still need to contact us to obtain permission and discuss the arrangements. It is the practice of the Church of England that a "bench" is still payable in full to the resident organist.

Bellringing

The sound of church bells has been heard for hundreds of years, ringing out loud and clear, across the village and wider countryside, spreading the news of a celebration. Traditionally it is believed that newlyweds are being blessed by the joyful sound of the bells, as they start their married life together. We really enjoy ringing for such a happy occasion, in celebration as the newly married couple emerge from the church to the lovely sound of the bells.

Ringers tend to ring after the service so that you can hear them when you leave together. If you would like the bells rung before your ceremony, this can also be arranged.

Please see our list of fees for more details.

Bells in our churches:

St. John's – Ring of 8 bells.

St. Peter's, Ovington – Four bells to be chimed only

St. Mary's, Old Alresford – Ring of 6 bells

All Saints, Bighton – One bell only

Bellringing can be arranged at the time of your booking.

Photographs

There is no ban on photographs in church as such; at the bride's arrival and from the signing of the registers onwards people may take whatever photos they wish. A professional photographer will normally consult the rector about what is allowed.

Please note that photographers must not cross the front of the church during the wedding service or be obtrusive during the ceremony. We ask that photographs are not taken during the ceremony until the signing of the register is complete. Please ask your guests not to take photographs during the service. There will be plenty of opportunities to take pictures after the ceremony!

Do give your photographer clear and precise instructions as to what you want; in particular the time you are allowing him / her outside the Church after the service. It is suggested that 20/30 minutes is more than adequate.

Video

A fee is charged for video recordings in church because of the Copyright Act. We would ask that the person wishing to record the ceremony should consult the Rector conducting the service.

No unofficial or unauthorised video recordings can be permitted within the church. Most professional firms will be aware of these arrangements, but there may be occasions when a video recording is planned as a gift by relatives or friends, so please ensure that everyone connected with your wedding or blessing is aware of these details, to avoid disappointment on the day.

Order of Service Sheets

Many couples like to have an Order of Service printed and the words of the hymns on it. They can be very elaborate (and very expensive) but they need not be. A simple A4 sheet folded can be very attractive and have all the necessary information on it.

They make the service easier to follow and make a memento of the day. Consult with Sue and Paul Dix and the Rector taking the service. Do make sure you have enough copies; as well as guests you will need copies for the bridal party.

Your service sheet will normally need the following information:

On the front cover you will normally have the Bride and Groom's name and the date etc.

On the 2nd page onwards:

- Music for the entry of the Bride
(e.g., The Bridal Chorus by Richard Wagner)
- The Welcome
- The 1st Hymn (words printed out)
- The Reading (e.g., A Reading from the 1st Letter to the Corinthians)
- The Address
- The Marriage
- The Signing of the Marriage Document
- The Prayers
- The final Hymn (words printed out)
- The Blessing
- Music for the Wedding Procession
(e.g., The Wedding March by Felix Mendelssohn)

Those words in bold can appear in the service sheet exactly as they stand. Try to make sure that the point size is large enough (at least 12) bearing in mind that some of your older guests may not be able to read small print!

Please bring the service sheets along to the rehearsal, so that you don't forget them on the day, and then they will be ready for your Ushers to give out without you having to worry about this.



It is essential that the Rector taking the service proofreads the service sheets before printing.

Flowers

There are always some flowers in Church except during Lent (the six weeks before Easter) and Advent (the four weeks before Christmas).



Those wishing to arrange their own flowers or to have professional florists are most welcome to do so, but you are asked to inform a member of the flower team, and to provide the florist contact details so that she can arrange for the Church to be open and water etc. to be available.

Parking

St. John's, New Alresford

This is not always easy in Alresford, nor is finding the church if you don't know where it is. Your guests may appreciate some directions if they are from out of town. There are car parks at the Station and on Jacklyns Lane. Parking enforcement is regular but unpredictable.

St. Peter's, Ovington

Most parking is on narrow country lanes. Please warn your guests that farm vehicles are wider than cars and must be able to get past. There is a yard available by prior arrangement, which will accommodate about 20 cars.

St. Mary's, Old Alresford

The field can be made available at a cost of £50.00. This must be pre-booked.

All Saints, Bighton

There is limited parking on the approach to the church but ushers must keep the area close to the church free for bridal transport. There is a field available by prior arrangement.

Please include advice about parking with your invitations.

Timing

How will you get to the church? Make sure you have enough time. Book a parking space for the bride's car at St John's in the lay-by outside the community centre well in advance: phone Hampshire County Council, e: parking.services@hants.gov.uk t. 0300 555 375.

Make sure that there is a backup should the car break down. If you are using the same car for bridesmaids and bride, make sure you have enough time for a double run.

The groom and his best man should arrive at the church about 30 minutes before the service is due to begin. The tradition of a bride being late does not happen in the Benefice. It makes for a calmer bride if she arrives at the church porch about 4 minutes before the service is due to begin – and a calmer Groom, Rector, Organist, Bell Ringer as well.

Ushers

It is appreciated if you can provide at least 2 ushers on the day. They should arrive about 50 minutes before the service, bringing the service sheets if you are providing them. Their duties are to:

- Welcome the guests and give them an order of service
- See that guests find a seat in the right place (Brides on the left, Grooms on the right)
- Ensure that the doors are closed in cold weather
- Tidy up after the service, and take responsibility for everything left in the church by guests.

If the wedding has relatively few guests, it is a great help if ushers can encourage guests not to sit at the back!

Witnesses

Two witnesses are needed to sign the Marriage Document. Any two adults present at the service may sign.

Confetti

We are only too pleased for you to throw confetti (biodegradable) but please keep it away from the main church doors.

Timetable for the Day

It can be a long and complicated day. It is well worth making a timetable to ensure that you have some time for yourselves. Share this timetable with those responsible for supporting you throughout the day – parents, best man, caterers, and those providing transport.

Do stop for a mid-morning coffee and switch off for a few moments. If you are getting married around lunchtime you will not start the reception until mid-afternoon. Do have some lunch before the service, even if you cannot manage very much. Unless you want your wedding day to be a blur build in some time after the service and before the reception to be together by yourselves.

Who runs the timetable?

Often the bride's father assumes the best man and vice versa, and nobody takes responsibility. If you want your reception to start at a time, or the speeches to be at a particular point, someone needs to know and prompt the necessary people. Make sure all know who is responsible for making this happen.



ADMINISTRATIVE DETAILS - Fees
Table of Fees for 2026
(Fees are revised at the beginning of each year)

Essential Fees

Couples marrying in their own parish (providing you both live here):

Calling of Banns of Marriage (home church)	£ 39
Marriage Service	<u>£566</u>
Total	£605

Couples marrying away from where they live:

If either of you live outside of the Parish then Banns will also need to be read in the Parish Church where you live, for which you will also need to pay that church £59 (£39 + £20 below).

This would bring the total fee to £664 (**one person living outside the parish**) or £723 (**if you both live** in different parishes outside of the Parish - 2 x £59).

Marriage Service	£566
Calling of Banns of Marriage (marrying church)	£ 39
Calling of Banns of Marriage (home church)	£ 39
Banns Certificate from your home church	<u>£ 20</u>
Total	£664

Verger

St. John's, New Alresford	£ 50
St. Mary's, Old Alresford	£ 50
St. Peter's, Ovington	£ 40
All Saints, Bighton	£ 40

Incidental Fees

Organist – Direct by Private Arrangement

Heating (October - March)

St. John's, New Alresford & St. Mary's, Old Alresford	£ 50
St. Peter's, Ovington & All Saints, Bighton	POA

Bells

St. John's	£225
St. Mary's	£175
St. Peter's	£120

Parking @ St. Mary's (in adjacent field)	£ 50
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Donations from couples or their guests are always welcome.

Gift Aid envelopes are available in Church.

Wedding Preparation

This booklet has been devised to help get you started on your wedding arrangements. Please do come to us if you need further help with planning your wedding. **Please read this booklet carefully and keep for future reference.**

We don't mind how often you ask questions. The main concern is to get your wedding day right. So please do not hesitate to contact the Rector who is taking your wedding if you have any queries, or any of those who have been a part of the preparation for your wedding day.

Benefice Office

St. John's Church
West Street
New Alresford
Hampshire S024 9AG

Benefice Administrator

Penny Forbes
Tel. 01962 733545
email: arlevallychurches@gmail.com

Wedding Secretaries

Sue and Paul Dix
Tel. 01962 734863
email: dix.house@btinternet.com

We want everything to go well for you, both on the day and afterwards. We hope you will find this book useful in making the practical arrangements.

You may find the website below of help in planning your wedding:
<http://www.yourchurchwedding.org>

Obtaining your marriage certificate

You may order copies of your marriage certificate online by visiting <https://www.hants.gov.uk/birthsdeathsandceremonies/copy-certificates/marriagecertificate>. The procedure is straightforward with both Standard and Priority Services offered.

Please note that the Hampshire Register Office only supplies certificates to UK addresses only. Overseas customers should order marriage certificates from the General Register Office by visiting <https://www.gov.uk/order-copy-birth-death-marriage-certificate>.

Wedding Planning Checklist

Legal Formalities

- We have given the Wedding Booking and Qualifying Connection Forms with our details to the Benefice Office – Names, Addresses, Dates of Birth etc.
- We have organised Banns to be read at both of our home parishes (if you don't live within the Arle Valley Benefice).
- We have collected the Banns Certificate from both of our home parishes (if you don't live within the Arle Valley Benefice). **Please send this to the Benefice Office.**
- We have kept the wedding secretaries (Paul and Sue Dix) up-to-date with any details that have changed - particularly your address if you have moved since booking.

The Service

- We have met with Paul and Sue Dix and talked through with them our choices for the service – service type, hymns, bells, flowers, video, etc.
- We have met with the organist to discuss music for the Service.
- We have spoken to the flower team leader at the church.
- We have looked at the **yourchurchwedding.org** website for inspiration.
- We have met with the Rector, discussed our Orders of Service and booked a rehearsal.
- We have asked people to read the readings at the Service.
- We have asked people to be Witnesses.
- We have chosen the Best Man, Bridesmaids, Ushers etc.
- We have sent the draft Orders of Service to the Rector.
- Sent payment via BACS Transfer for the balance of the wedding service.

Please always feel free to ask us anything if you are in any doubt!

Notes: