



PARISH OF
RINGWOOD



Wedding Information Booklet

The Benefice Office, Church of St Peter & St Paul,
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www.ringwoodbenefice.org.uk



Our Churches

St Peter & St Paul, Ringwood

Ringwood Parish Church stands in the centre of Ringwood Market Place and is an important town landmark. The current church is the third on the site. The first building was mentioned in the Domesday Book, so we know that by the year 1087 there was a church on this site.



St Mary and All Saints, Ellingham

This is a thirteenth century church. Although largely stone built, St Mary's is entered through a charming early 18th century brick porch, with a large blue and gold sundial.

St Paul's, Bisterne

Located south of Ringwood and built in 1853 for tenants of Bisterne Estate. The elegant interior is virtually unchanged from Victorian times, giving the church an intimate yet dignified feel.



St John's, Poulner

Built in 1914 as a mission church for what has become the large residential community of Poulner. Today St John's hosts a variety of family friendly services and activities.

All Saints, Harbridge

All Saints, Harbridge lies west of the village of Ibsley on the west bank of the River Avon and is approached by the picturesque Ibsley Bridge and the adjoining water meadows. There has been a church on this site since the mid-15th century.



Making dreams come true

If you have always dreamt of a church wedding, or are thinking about it for the first time, we will be delighted to help and support you. Having your wedding in church makes it very special and personal and adds a beauty and spirituality to this very important day.



Legal requirements

In marriage you take on a whole new legal status. The vicar knows how to advise and prepare you for your wedding day and everything must comply with all relevant UK and Church of England laws. These are the main legal points to consider before you begin planning: -

Marrying in your local church

You can automatically marry in any of the six churches with the Benefice if you live within the boundaries of the Parish of Ringwood with Ellingham & Harbridge or the Parish of All Saints, St Leonards & St Ives.

Marrying away from where you live

It is possible to get married in a church that's away from where you live if you have a certain kind of connection with it. You may be legally connected to a number of churches in different ways. More information about Parish connections can be found on the reverse of your 'Welcome & Congratulations' form.

Time and Date of wedding

Weddings must take place between 8am and 6pm. We do not hold weddings on a Sunday.

Age

If you are under 18 years old, you will need your parents' consent to marry and by law you cannot be married in the UK until you are 16.

Documents you'll need

- ❖ All couples will need to show the vicar their passport as proof of nationality. If you don't have a passport, there are other documents which would be acceptable, please ask your vicar about this.
- ❖ If either or both of you are divorced, you will need to bring your decree absolute for the vicar to see.
- ❖ You may also be asked to provide evidence of your connection to the church, such as utility bills which show you live or have lived in the parish, or your parents' marriage certificate if they were married there, for example. Your vicar will guide you on acceptable documents for your connection.

Guidelines for divorcees

There are special guidelines on marriage in the church if you are divorced. Our Vicar would be very happy to discuss this with you.

Information for same sex couples

Unfortunately, the law prevents ministers of the Church of England from carrying out same-sex marriages. And although there are no authorised services for blessing a same-sex civil marriage, your local church can still support you with prayer.

Reading of banns

Most Church of England marriages require banns to be read out in church before the wedding can take place. Although a legal requirement, banns can be a special occasion too.

- ❖ You must have your banns read out in church for three Sundays during the three months before the wedding. This is usually done over three consecutive Sundays but does not have to be.
- ❖ Banns need to be read in the parish where each of you lives as well as the church in which you are to be married if that is somewhere else. The charge for this is £46.
- ❖ As well as being a legal requirement, your banns readings are special public occasions when people in church hear of your intention to marry. It's an exciting and happy time, so you're welcome to invite your family and friends to hear your banns too.
- ❖ 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.
- ❖ Banns are an ancient legal tradition and have been read out every week in churches across the land for millions of couples, over many centuries.
- ❖ After your forthcoming marriage is announced, the congregation may be invited to pray for you both. It can be quite special and moving to hear this, so do go along if you can.

You will not need to arrange banns until about four months before your wedding date. 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.

Licences

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 vicar will let you know if these apply to you. More information can be found at www.yourchurchwedding.org



Wedding Flowers

You may choose your own florist, however for weddings at St Mary & All Saints, Ellingham we recommend that you contact our excellent church florist, Mrs Tricia Kean on 01425 473873 or email triciahkean@aol.com.

If the church is already decorated for a festival, the church flower arrangements cannot be removed to accommodate wedding flowers, so please let us know whether you intend to have flowers in church in advance. As a gift to the Church, it is very much appreciated if you leave your pedestal flowers in the Church for the following Sunday Services.

Confetti

To keep litter to a minimum we ask that only biodegradable confetti or real flower petals are used, and that throwing be confined to the churchyard.

Music

You are welcome to play your own recorded music during the service from a CD, MP3 player, or mobile phone, please contact us beforehand to discuss. This would need to be organised by a member of your bridal party and tested during the wedding rehearsal. Should you like other musicians to play during the service please get in touch.

Marriage Preparation Day

All couples are invited to attend a Marriage Preparation Day early in the year of their wedding. This important day is often your first chance to meet with the minister and to discuss all aspects of your church wedding. Look out for your invitation just before Christmas!

Meeting the vicar

All couples meet with the vicar in the months leading up to the wedding and a rehearsal is booked for the week before the wedding.

Order of Service

Order of Service booklets are given to your guests as a detailed programme of the day's events and timings for your church service. They also make a lovely memento of the day as guests like to take them home. These contain personalised details regarding the wedding ceremony, hymns, and readings. Include the bride and groom's names, date of wedding and church on the front cover and your wedding party details on the inside front cover if you wish i.e. the name of best man, bridesmaids, and ushers etc.

It is important to liaise with the vicar when starting to think about your Order of Service and the content you would like to include in your wedding ceremony. To most couples this is the most important part of the day and a lot of thought should be given to the readings and hymns you would like to include. If you are unsure your vicar will be able to help and guide you. The Organist will also be able to advise you on music choices.

Please remember that the vicar will need to see your order of service during the planning stages to authorise the order and content. Overleaf is an example of the most popular format for a Church of England Wedding which can easily be tweaked by you and your vicar.



Please visit ceremonyplanner.yourchurchwedding.org to help plan your service.



**ORDER OF SERVICE FOR THE MARRIAGE OF
BRIDE NAME TO GROOM NAME**

**CHURCH
DATE**

ENTRANCE OF THE BRIDE
Entrance music: *e.g. Pachelbel's Canon*

WELCOME
Vicar's Name

HYMN
Title: *e.g. All Things Bright and Beautiful & words*

INTRODUCTION

THE DECLARATIONS

Will you, the families and friends of Groom and Bride, support and uphold them in their marriage now and in years to come?

We will

BIBLE READING(S)

Reading title: *e.g. 1 Corinthians, Chapter 13: 1-13*
Read by:

SERMON

HYMN
(If three hymns are required, another hymn would go here.)

EXCHANGE OF RINGS & BLESSING

SIGNING OF THE MARRIAGE DOCUMENT

Witnesses:

During the signing of the Marriage Document music will be played

THE PRAYERS
E.g: The Lord's Prayer

HYMN
Title: *e.g. Lord of the Dance & words*

THE DISMISSAL
Exit music: Title *e.g. Wedding March by Mendelssohn*

RECEPTION DETAILS IF REQUIRED



2021 Wedding costs (Basic Fee: £530)

Statutory Fees: £495

Statutory fees are set by Parliament and are the legal fees payable for marriage in the Church of England. These increase annually, and you will be charged the current rate of the year you marry. This basic legal fee includes the cost of the vicar, the church, calling your banns, a banns certificate, lighting, and all administration. (After your wedding, when it has been registered at the relevant register office, you will also pay the register office £11 for your marriage certificate – the certificate is no longer issued by churches).

Verger: £35

It is required that our verger be present for your wedding. The verger has an essential health and safety role, they provide the invaluable service of preparing the Church, while assisting the vicar and your guests at your Wedding.

Payment

Payment needs to be received before the banns are read. You will be sent an invoice at around three months before your wedding and this can be paid by cheque or bank transfer. Please make cheques payable to 'Ringwood PCC General Account No 2' or bank transfers to: 'Ringwood PCC General Account No 2' NatWest account no: 40676587 Sort Code 54-30-45.



Heating: £80

The church will need to be heated for weddings taking place from October to March and unfortunately, we need to charge for this. Outside of these months please let us know if you require heating.

Bells at the church of St Peter & St Paul, Ringwood

We can offer six or eight bells. Please note that the fees are increased by £40 if these performances are recorded on video or DVD, as waiver of copyright.

- ❖ Bells rung for up to 25 minutes after the ceremony:
 - Six bells £150
 - Eight bells £190

- ❖ Bells rung for 10 minutes before the due time of the ceremony, then rung for up to 25 minutes afterwards:
 - Six bells £210
 - Eight bells £270



Choir: £136

The Choir will be robed and lead the congregation in your choice of hymns, and sing an appropriate anthem, if required, during the signing of the Marriage Document. We shall endeavour to provide 10 voices who will be pleased to attend.

Organist: £120

Our organist will liaise with you on your choice of music to be played ten minutes before the service, at the entrance of the bride, during the signing of the Marriage Document, and at the final procession. The organist will also be happy to suggest or play over a choice of hymns on the organ, by arrangement. The Church must comply with copyright law, and any songs or hymns printed on service sheets need to be agreed in advance with the Church Office.

Videography: £80

Churches are subject to copyright laws and as such permission is required from the vicar to have a Professional Videographer record a DVD of your wedding ceremony. Copyright law states that you must obtain permission from the publishers of any copyright music being performed and recorded during the service. An administration charge is levied for video recordings. We are now able to offer livestreaming of your marriage ceremony at some of our churches, please contact us for details.

If you have a videographer attend your ceremony which features an organist or choir, their fees are doubled as a waiver to copyright.

Livestreaming: £80

We are now able to offer livestreaming of your marriage ceremony at some of our churches, please contact us for details.

Candles at St Mary & All Saints, Ellingham: £80

There are three candelabras with 18 beeswax candles on each which can be lit for your wedding. These 54 candles cannot be kept after the service.

Additional Parking at St Mary & All Saints, Ellingham: £30

As parking space is limited outside Ellingham Church, we can arrange for additional field parking to be made available. Please discuss this with the office in advance of the service. As we cannot provide stewards you will need to arrange people to steward parking on the day.



Church donation

Sadly, none of the statutory fees go to the Parish. Maintaining our churches is very expensive so to help us keep the church welcoming and beautiful, we politely ask our wedding couples to consider a recommended donation of £100, which can be Gift Aided.

Collection

We ask that collections be taken at weddings to be put towards the running cost of the parish and its churches.

**Please do not hesitate to contact us should you have any questions,
we would love to hear from you!**

**office@ringwoodbenefice.org.uk
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Package 1 £3 per person
Fairtrade filter coffee, selection of teas, Fairtrade cookies

Package 2 £5 per person
Red wine, white wine, fresh orange and apple juices. Selection of crisps and nuts

Package 3 £6 per person
Prosecco, fresh orange and apple juices. Three canapés per person from the selection below

Package 4 £8.50 per person
Champagne, sparkling elderflower pressé. Five canapés per person from the selection below



Chose from:

Smoked salmon blinis,
chicken liver pate tartlets,
houmous tartlets (V), mini quiches (V),
Spanish omelette slices (V option),
Indian canapés



**ST PETER
& ST PAUL**
RINGWOOD

After your service, your guests may be in need of a drink and snack and at St Peter & St Paul, we can provide that, to be enjoyed immediately after the service in the church or churchyard.