



ST JOHN THE EVANGELIST CATHOLIC CHURCH TADWORTH

MARRIAGE PREPARATION

PRACTICAL ARRANGEMENTS FOR THE DAY: GUIDANCE NOTES

MARRIAGE LITURGY

In all cases a planning meeting will need to be held with the parish priest at least 2 months in advance of the wedding to prepare the Liturgy for the Wedding. The printing of Orders of Service will be the responsibility of the couple. A discussion regarding the choice of having a regular Service of Marriage or full Nuptial Mass will take place at this meeting. The choice of readings, music and so on will also be made at this meeting. Following the meeting a draft template of the Order of Service will be sent by e-mail to the couple who will then be responsible for printing Order of Service booklets if they wish to have them.

GUIDANCE ON CHURCH FEES

➤ **PRIEST OR DEACON'S STIPEND**

Celebrations of the Sacraments do not involve payment as such, hence there is no set fee for the priest or deacon who conducts the service. However, given that stipends represent the only source of income for Catholic clergy, it is recommended that a VOLUNTARY STIPEND be paid to the priest or deacon who performs the marriage ceremony. If couples so wish they may offer the stipend by placing a cheque or cash in a separate envelope and marking it clearly: "STIPEND". Cheques should be made out to "St. John the Evangelist Catholic Parish, Tadworth".

➤ **MARRIAGE REGISTRATION - THE AUTHORISED PERSON (AP) - STIPEND**

The blue Certificate of Marriage forms provided by the Registry Office prior to the wedding should be delivered by hand to the parish office at least 4 weeks before the marriage is to take place. The mandatory sum of £47.00 plus £3.50 for the Marriage Certificate copy should be paid IN CASH OR BY CHEQUE directly to the AP on the day of the wedding. The fee should first be placed in an envelope.

➤ **CHURCH ADMINISTRATION FEE**

Couples will appreciate that a church, like any other building, has to be maintained. Heating, lighting, candles and so on all have to be paid for. An Administration Fee will thus be requested for all weddings. The Parish Finance Committee routinely reviews the level at which Administration Fees are set. The question of fees will be discussed during the initial interview. Couples with no connection with the parish whatsoever will be welcome, however they should generally expect to pay an Administration Fee roughly comparable to fees set by Church of England and other ecclesial bodies in the area.



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ORGANIST

If an organist is contracted to play at the wedding then arrangements should be made in good time regarding hymns and other music. The fee will be set by the organist concerned.

PHOTOGRAPHY

A video recording of the service is permitted. For this, couples are asked to employ or retain only a single photographer; it is preferable that this be a professional photographer. Equipment may be set up only after consultation with the priest or sacristan. Additional lighting is not normally permitted.

Couples are asked to request that the official photographer be sensitive to the dignity of the occasion. Official documents such as the Marriage Register may not be photographed. The dignity of the service, which is an official act of worship, should always be maintained. To this end, members of the congregation and guests should not take photographs or record the service in other ways, particularly if flash cameras are used.

Photographs are permitted outside the church before and after the service. During the service individuals should not leave their seats to take photographs nor in any way interrupt the proceedings for 'a better shot'. Other such similar inappropriate behaviour is also discouraged.

FLOWERS

Our team of parish flower arrangers do not buy or arrange flowers for weddings held in our church. Usual custom is for couples to use the services of a commercial outlet; the parish office has details of recommended local florists who can advise and assist with all aspects of wedding floristry. It is important however that parish flower arrangers are informed of arrangements in good time; these should be contacted through the parish office.

CONFETTI

Confetti is not encouraged but is permitted with discretion. Couples are to ensure that a bio-degradable product is used.

WITNESSES

Two witnesses are required by law. These will sign the registers after the bride and groom have done so. No others may sign.

THE ROLE OF THE USHER

At least two Ushers should be appointed. The Ushers will:

- Hand out Orders of Service
- Direct people to their seats



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- Close and open the main church doors
- Direct people to the toilets as required
- Be responsible for managing emergencies and incidents during the ceremony
- Be responsible for confetti and other items
- Advise individuals on the above rules governing photography
- Provide assistance to the official photographer/s, musicians, singers etc.
- Ensure the car park is clear for the arrival and departure of the main cars

PUNCTUALITY

Couples are asked to abide by times agreed and to be on time for the service. They are strongly advised to note various events being held in the area (e.g. Derby Week) and to advise guests accordingly. They should also note the long delays often experienced on the M25.

REHEARSAL

The rehearsal is an important part of the preparation for the service. This is normally held in the late afternoon of the day preceding the wedding. As well as the couple, the following should also attend if at all possible:

- The person who gives the bride away
- Bridesmaids/pages
- Best Man (who should bring the rings)
- Ushers
- Readers