

Your Wedding at **Wivelsfield**





Congratulations! We are delighted that you are considering getting married at Wivelsfield Parish Church. We have prepared this guide to help you plan a personal, meaningful, spiritual and beautiful wedding. If you haven't already found the Church of England website about Church weddings, you might also want to have a look at it: <https://www.yourchurchwedding.org>

During 2022 we continue to live through the Covid-19 pandemic. While marriages remain permitted, there may be government restrictions on the numbers able to attend and other aspects of the service. These are beyond our control and may change at short notice. If you cancel your wedding, none of the legal fees will be payable, and we will be happy to discuss re-booking at a later date. If you have a small wedding with close family present, you could come back later for a blessing or thanksgiving with all your friends and family.

Meeting with the Vicar

After your initial enquiry, you will have a meeting with Rev. Christopher Powell who will ask you to complete an Application Form and give you the opportunity to ask any questions. It is a legal requirement that we see your passport or other equivalent identity documentation, and we usually ask you to bring passports to this meeting. (If you don't have current passports, please ask what other documents are acceptable).

Planning your wedding service

The Vicar usually meets with couples about 3 months before the wedding to plan in detail what you would like included in your wedding service and will contact you to arrange this. If you would like to meet earlier, or if you do not hear from him, please get in touch. Advice about hymns and readings to be included in the service can be found on the Church of England's wedding planning website: <https://www.yourchurchwedding.org/section/planning-your-ceremony/>.

Banns of Marriage

Before any marriage can take place it has to be made public, so that any valid legal objection can be raised. In Church this is usually done by reading out the names of those getting married during 3 church services a few weeks before the wedding (called 'publishing the banns'), though some couples may be required to obtain a marriage licence instead. We will advise you when we will publish your banns in Wivelsfield so that you can plan to be there. If one or both of you lives in another parish, you will also need to arrange for banns to be published there. You can check which parish you live in at "<https://www.achurchnearyou.com>.

Music

Our experienced Director of Music will be able to advise you on all aspects of the music for your service. We will arrange for an experienced organist to play for your service, who will be able to meet with you and discuss your requirements if you wish.

The organist will need to know choices of music required at the wedding, as follows:

- (a) on the entry of the Bride,
- (b) during the signing of the registers,
- (c) at the exit procession of the couple after the service, and
- (d) the hymns (usually 2 or 3).

The organist will be happy to suggest suitable music for you to consider if you need some help with this.

Choir (if required): The Director of Music will need to discuss any special anthem required (normally sung during the signing of the registers) as far in advance as practicable. If no special choice is made, the Director of Music would be happy to run through suggestions of suitable items. The Choir will also lead the singing of the hymns.

The Choir sits in the block of pews immediately behind the organ - it is not practical for them to be accommodated elsewhere in the Church.

Flowers

We have several local florists who do flower arrangements in and around the church for weddings, and their details are at the back of this booklet, or you can arrange for your own choice of florist. As early as possible, please also contact Sheila Lay (01444 471482)

who oversees the church flowers all year round, but no longer arranges wedding flowers. Sheila needs to know the date for your wedding, your florist's contact details, and what arrangements are planned, so that she can plan other flowers in church accordingly.



The florist should bring their own pedestals, bowls and other mechanics, stepladder etc., and following the wedding the flowers should be removed after the weekend (Monday).

Please be aware that flower arrangements should not be placed on the high altar or on the altar in the small chapel (Chantry Chapel) other than in the two small brass vases on the small altar.

No tacks should at any time be used to affix flowers to the pews or pulpit or any other Church furniture or stonework.

Our Facilities

The church has seating for 120 people—if you are expecting to invite more than this number please discuss this with us at an early stage. There are toilet facilities, a small kitchen and access for wheelchair users. If you are expecting guests in wheelchairs, please tell us so that we can discuss where to seat them in church.

We have a newly refurbished Church Hall directly opposite the church, with toilets and a well equipped kitchen. This can be available for hire for your reception, and the capacity is 70 seated at tables and 120 standing. Subject to availability it could be hired at an hourly rate to provide refreshments and changing facilities for guests who may have travelled some distance. For details of cost and availability please contact Steve Onions on 01273 890254 or email stevensue.onions@btinternet.com

Photography, Video recording and Confetti

We ask that photography & recording during the ceremony is restricted to your official wedding photographer (and videographer). Out of respect for our neighbours' privacy, drones may not be used for filming at the church. Your guests are welcome to throw confetti at the church gate (please ask them to bring biodegradable confetti).

Bells

The church has six bells, the oldest of which dates back to 1450. If you would like the bells to be rung after your service, please ask the Vicar who will liaise with the bell ringers.



Verger & Ushers

Our experienced Verger will be on hand at your rehearsal and on the day to assist the Vicar and make sure that everything runs smoothly. Please ask at least two of your guests to be ushers—they will give out the service sheets and help people to their seats

Car Parking

Additional car parking may be available in the field at the end of the car park (weather permitting). Please contact Carola Godman-Irvine on 01444 232179 / otehall@gmail.com for permission to use the field, and let us know if the gate needs unlocking. If you are going to use a large vehicle such as a coach, it is preferable for passengers to be unloaded at the main road end of Church Lane as there is no place where large vehicles can turn.

Coming to Church Services

We hope you will want to join us for Sunday services in the run-up to your wedding and you should find a warm welcome at Wivelsfield Church. This will also help you to feel more at home in the church where you are going to get married and meet some of the people who will be involved. To find details of our services and events, and other useful information about Wivelsfield Church, please visit our website: www.wivelsfieldchurch.org.uk



Wedding Costs 2022

| | | |
|-------------------------------------|---------|------|
| Marriage Service | £480.00 | BACS |
| Reading of Banns | £32.00 | BACS |
| Verger | £40.00 | Cash |
| Organist (payable 3 months before) | £100.00 | Cash |
| Choir (if required) | £200.00 | Cash |
| Bell ringing weekends (if required) | £130.00 | Cash |
| Bell ringing weekdays (if required) | £160.00 | Cash |
| Heating (winter months only) | £30.00 | BACS |

Bank Details for BACS payments

CAF Bank – sort code 40-52-40

Account number: 00020501

Account name: Wivelsfield PCC

Reference should be made to your names and the word 'wedding'.

Marriage Certificates

Marriage Certificates can no longer be issued by churches and have to be ordered from the East Sussex Registration Service. Immediately after your wedding we will send details of the marriage to the Registrar who will enter the details into the electronic Register of Marriages within 7 days of receiving the information, after which certificates can be issued.

You have to order marriage certificates from the Registrar – they will not be issued automatically – and each copy costs £11. You can order your certificate before or after the wedding, but pre-ordering will not speed up the process, as time is required for them to receive and process the information after the wedding has taken place.

To order marriage certificates, visit:

<https://new.eastsussex.gov.uk/registration/copies/marriage-certificates/religious> or phone 0345 60 80 198.

Useful Contacts

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| Vicar | Revd Christopher Powell 01444 471783 vicar.wivelsfield@gmail.com |
| Verger | Robert Wood 01444 471242 woodr64@googlemail.com |
| Marriage in Mind | Sheila Blair 01444 233937 sheila.blair@btinternet.com |
| Director of Music | Jenny Billam 01444 459551 jennyanddavidbillam@btinternet.com |
| Organist | Roger Walkinton 01444 482561 roger.walkinton@btinternet.com |
| Church Hall | Steve Onions 01273 890254 stevensue.onions@btinternet.com |
| Field Car Parking | Carola Godman-Irvine 01444 232179 otehall@gmail.com |
| Churchwarden | Paula Wood 01444 471242 pwood49@gmail.com |
| Treasurer | Steve Onions 01273 890254 stevensue.onions@btinternet.com |
| Church Flowers | Sheila Lay 01444 471482 |
| Wedding Florists | <u>Olive & Lily Flowers</u> - 07791140570 (on Instagram as Olive & Lily Flowers) oliveandlilyflowers@gmail.com <u>Flower Folly</u> – www.flowerfolly.co.uk info@flowerfolly.co.uk <u>Nature's Way</u> - 07787 522603 karenbatchelorreid@hotmail.co.uk |

www.wivelsfieldchurch.org.uk

Your wedding has been booked for:

Date:

Time:

If you need to alter the date or time, please check with the Vicar that this will be possible and then confirm the alteration in writing.