



Holding your wedding at St Margaret's A guide for applicants (2025)

Thank you for your interest in holding your wedding here. We would love to welcome you to celebrate this important occasion in your life. This document will assist you in your planning.

1. Qualifying connection

Legally you are entitled to be married in your local parish church, so if either of you lives within our parish boundary, we may proceed with the wedding by the calling of banns.

To find your parish church, go to <https://www.achurchnearyou.com> and enter your address. In the list of churches that appear on the left-hand side, one of them will say 'This is the parish church' (this might not be the nearest church building to your house).

If you live outside the parish, we must establish a qualifying connection to our church. You have a qualifying connection if either of you:

- were baptised or confirmed here
- have lived in the parish previously for at least six months

Or if any of your parents:

- have lived in the parish previously for at least six months
- regularly attended worship in the church for at least six months
- were married here (also grandparents)

If none of the above applies, you can establish a qualifying connection by regularly attending worship at St Margaret's for at least six months (eg attending our 10.45 am Sung Mass on Sunday once a month for six months). Please speak to the parish priest first.

If either of you has been married previously, please speak to the priest.

2. Booking the wedding

Once a connection has been established, please contact the parish priest about a suitable date and time, and return the following either electronically or by post:

- the Marriage Application Form (at the end of this document)
- a scan or photocopy of your passports
- if either of you is a European Economic Area (EEA) national and has settled status, please send the six-digit share code which can be obtained from <https://www.gov.uk/view-prove-immigration-status> *If you do not have settled status please speak with the Vicar about the next steps.*
- if either of you is a non-EEA national, please speak with the priest about the next steps.

Fr Alexander Crawford, Parish Priest:

fatheralexcrawford@icloud.com 07450 507956

St Margaret's Vicarage, Wells Road, Ilkley, LS29 9JH

3. Planning the wedding

A few months before the wedding please arrange a meeting with the parish priest to discuss the service. The priest will also talk with you about the meaning of vows and declarations, and the Christian understanding of marriage.

This will be a Christian service and there are forms of words that must be used, but you are welcome to include non-religious elements such as poetry. The Church of England has a very helpful website with lots of suggestions: <https://www.churchofengland.org/life-events/your-church-wedding>

The parts of the service you will need to consider are:

- hymns (normally two or three)
- music before and after the service, as well as during the signing of the marriage document (and whether played by the organist, or recorded music, or sung by the choir or played by a friend)
- readings (one biblical reading and another reading or poem of your choice) and who might read them

You are welcome to have photographs taken during the service, and a recording made (but please note the additional costs for audio or video recording under section 7).

4. Reading of the banns of marriage

In the month before the wedding the priest will read your banns of marriage on three Sundays at the 10.45 am Sung Mass. You are very welcome to come and hear this and join the church community as we pray for you.

If either of you live outside the parish, you will also need to have your banns read in the parish in which you reside. Please contact the Vicar of that parish to arrange this (the 'Church

Near You' website mentioned in section 1 will help you find it). There is a small fee payable, and you must obtain a Certificate of Banns to present to the priest of St Margaret's after the third reading, before the wedding.

5. Rehearsal

We will organise a rehearsal in the days before the wedding, and it would be helpful if the best man, chief bridesmaid and any others with roles of responsibility in the service would attend. It is often a moving and joyful time, and parents and others might like to attend. We will walk through each part of the service, and you will rehearse your vows and declarations.

6. Certificate of Marriage

The Church of England no longer registers marriages, so you must obtain your Certificate of Marriage from the local Register Office in Bradford after the service: City Hall, Centenary Square, Bradford, BD1 1HY. Allow a few weeks for this to be processed before you go.

7. Fees

There are statutory fees set by the Church of England, as well as fees payable to us for other parts of the service. All fees will be included on your invoice, which will be due before the date of the service. These fees are for 2025, and usually rise very slightly each year.

Statutory fees:

- Publication of the banns of marriage _____ £37
- Marriage service in church _____ £544

Church fees:

- Verger _____ £60
- Organist * (optional) _____ £120
- Choir (optional) _____ £100
- Heating (if required) _____ £100

** If the service is recorded the organist's fee is increased by 50% (audio) or 100% (video) in accordance with performing rights rules.*

We do not provide flowers, though for a wedding that takes place on a Saturday, our usual Sunday displays will usually be in place. You are welcome to arrange for your own to be brought to church, or our church flower arrangers might be able to add to their Sunday display for a donation – please speak to the priest about this.

8. Marriage Application Form

	MAN	WOMAN
Full name		
Date of birth		
Condition <i>eg single, widowed, divorced</i>		
Profession / Occupation		
Address <i>at the time of reading the banns</i>		
Telephone number		
Email address		
Nationality		
Father's full name <i>if deceased, please add 'deceased' after the name</i>		
Father's occupation <i>if retired, then occupation before retirement</i>		
Mother's full name <i>if deceased, please add 'deceased' after the name</i>		
Mother's occupation <i>if retired, then occupation before retirement</i>		
Have you been married before?		
If 'yes' was the previous marriage terminated by death?		
Have you been baptised?		
How long have you lived at the address above?		
In which CofE Parish do you live?		
Are you related or connected by marriage?		
Proposed date and time of marriage		