

## **Your Marriage at St Andrew's Church, Buckland**

### **Thank you for booking your wedding at St Andrew's Church Buckland.**

Our parish<sup>1</sup> is part of the Dover Town Team ministry. Your point of contact for your wedding is Nigel Collins on behalf of our parish leadership (contact details at the top of this page). Our team of clergy includes:

Revd Melissa Carter	Team Rector
Revd Claire Coleman	Team Vicar
Vacant	Team Vicar
Revd Graham Snellin	Team Curate

The member of clergy who will be officiating at your wedding will arrange to meet with you as part of our team marriage preparation policy. They will also discuss the finer details of the service and confirm the rehearsal arrangements (which normally take place a few days before your wedding). This meeting is likely to take place around 2-6 months before your wedding date.

Please contact us at [bucklandchurch@gmail.com](mailto:bucklandchurch@gmail.com) immediately if any of your contact details change (especially your address) and if you wish to cancel or alter your booking.

### **Things you may like to know as you plan your service...**

This information sheet should answer most of your questions about the venue and assist you in planning your wedding.

- we will need to know if you would like an organist to play at the service. Couples often ask for the Bridal march as the bride enters the church and the Wedding march as the bride and groom leave; with a hymn and/or some music during the signing of the marriage document. Please note that there is an extra charge for an organist (currently £100).
- we will need to know if you would like someone to ring the bells as you leave. Please note that there is an extra charge for a bellringer (currently £45).
- if you prefer we can play music from a CD (or by file transfer) rather than have an organist. Please ensure you have the music ready at the rehearsal. We can usually arrange for someone to operate the player during the service.
- you may wish to print a booklet, but there is no need to do this. If you do intend to print a service book, please contact us so we can advise on the wording to use.
- the maximum seating capacity is around 200. We do not have a toilet.
- there is very limited parking immediately outside the church which should be used by the wedding cars and any disabled guests attending. The car park in the adjacent Buckland Mill Village is a mix of permit only with some limited free parking (for up to two hours).
- you may wish to decorate the church with flowers, please liaise with us so we can arrange access to the building. If there is another wedding on the same day, we will ask you to discuss any plans for flowers and to come to a mutual agreement.
- confetti may be used in the lychgate area as we **do not permit the throwing of confetti or petals in the church or churchyard**. Please advise your guests to only use biodegradable confetti and not the indoor-party foil variety.

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<sup>1</sup> St Andrew's Church is one of the churches in the Parish of Buckland-in-Dover St Andrew with St Nicholas Buckland Valley. The Team ministry also includes the parishes of St Mary the Virgin Dover, Charlton Dover and St Martin Dover.

- Photography during the service will not normally be permitted except for your official wedding photographer (although this is at the officiating priest's discretion). Please let us know if you are intending to film the service as this is regulated under copyright law and will incur an extra charge. You are welcome to take photographs in the churchyard; if there is another wedding taking place, we will let you know.
- you may contact us by email ([bucklandchurch@gmail.com](mailto:bucklandchurch@gmail.com)) to ask any questions at any time.

## As the big day gets closer...

- We will contact you nearer your wedding date to check that everything is on track. We will then let you know what dates we will read your banns<sup>2</sup> in church (we normally do this on the first 3 Sundays of the month before your wedding).
- you may like to attend the church service to hear your banns read on at least one of the Sundays – our service starts at 10.30am. On these Sundays we will be praying for you by name.
- as already mentioned, the officiating minister will contact you before the wedding to arrange a meeting with you and to confirm the rehearsal details.
- at the rehearsal we will ask you to check the marriage document and to confirm the names of your witnesses (ideally, they should be 18 years of age or older).
- on the day you will need to provide at least two people to act as ushers. The ushers will greet your guests and usher them to their seats as well as handing out service books if you have them.

## Paying the wedding fees...

- The wedding fees are set annually, we will send you an invoice. You may wish to pay towards your wedding in instalments, please contact us on [bucklandchurch@gmail.com](mailto:bucklandchurch@gmail.com) to arrange this. You may transfer funds directly to our bank (if you do this, please email us to let us know what you have paid and what date it was transferred), our bank details are:

Lloyds Bank plc

Account Name: St Andrews with St Nicholas PCC Buckland

Account No: 03136759      Sort code: 30-93-34

- Payment in full should be made at least two months before your wedding date (we can only accept cash, cheque or bank transfer). If paying by cash please ensure you have the correct amount as we don't hold petty cash.
- All payments are refundable up to the date of your banns being read in church.

## Obtaining your marriage certificate...

After the service we send the marriage document to the local Registry Office (Canterbury) along with your contact details (telephone and email). The Registry Office will contact you to arrange for you to receive your marriage certificate (there is a small charge for this), they will contact you as soon as they have registered your marriage on their online system.

## If you have a query, please contact...

Nigel Collins, Parish Coordinator by email: [bucklandchurch@gmail.com](mailto:bucklandchurch@gmail.com) if you have any questions or queries, please feel free to get in touch with us.

Nigel Collins

On behalf of the Parochial Church Council,

*Revised October 2025*

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<sup>2</sup> **Banns are a legal requirement and must be published in your home parish as well as at our church.** If either of you move house prior to the wedding you **must** inform us – if the legal requirement for Banns has not been met you will not be able to marry.