

# 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>

## **M**eeting 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).

## **P**lanning 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/>.

## **B**anns 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 organist will be able to advise you on the music for your service and can 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 can suggest suitable music for you to consider if you need some help with this, and will also play for a period as your guests arrive (please ask if you want any particular music to be played at this time). A useful list of wedding music can be found here: <https://www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/other-music-your-wedding>

**Choir (if required):** If you would like the church choir, there is an extra charge, depending on your requirements – you could have the full choir with conductor (in which case an anthem sung by the choir could be included) or a small group of singers to lead the singing of hymns. Please contact Cara, our Director of Music, if you would like either of these options.

**Choosing Hymns:** Two of three hymns are usually sung by the congregation during the service, and well-known hymns can help involve the congregation & bring people together at the beginning, middle and end of the service, and can also give you a moment's breathing space. If you need some help choosing have a look at:

<https://www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony/hymns-your-wedding>

<https://www.hitched.co.uk/wedding-songs/wedding-hymns/>

<https://www.hitched.co.uk/wedding-songs/christian-wedding-songs/>

# 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.



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](mailto: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 on the day to 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](mailto: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](http://www.wivelsfieldchurch.org.uk)

# Official Documentation we need to see

Before you get married, the Vicar will need to see original documentation for each of you as follows:

- current UK or Irish Passport (if you don't have one we'll explain what other documentation is needed)
- Evidence of current address and current use of name: one of the following with your name and current address on it
  - Utility bill (from last 3 months)
  - Bank or Building Society statement (from last 1 month)
  - Council Tax bill (from last 12 months)
  - Mortgage Statement (from last 12 months)
  - Current Residential Tenancy Agreement;
  - Valid full UK Driving Licence or provisional Driving Licence.

## Change of name

If either of you has changed your name from that shown on any of the above documentation, you need to provide evidence of the change (e.g. deed poll, previous marriage certificate, decree absolute)

If either or both of you is divorced, and your previous husband or wife is still alive:

- Decree Absolute
- You will also need to complete a 'Marriage in Church after Divorce' form

## Wedding Costs 2026

Marriage Service	£566.00
Reading of Banns	£39.00
Verger	£50.00
Organist	*£120.00
Choir (if required – depending on requirements)	£100 to £225
Bell ringing weekends (if required)	£160.00
Bell ringing weekdays (if required)	£210.00
Heating (winter months only)	£30.00

*\* A higher rate may be charged by a professional organist, or if additional rehearsal is needed*

### 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.

# U seful Contacts

Vicar	Revd Christopher Powell 01444 471783 <a href="mailto:vicar.wivelsfield@gmail.com">vicar.wivelsfield@gmail.com</a>
Verger	Robert Wood 01444 471242 <a href="mailto:woodr64@googlemail.com">woodr64@googlemail.com</a>
Organist	Roger Walkinton 01444 482561 <a href="mailto:roger.walkinton@btinternet.com">roger.walkinton@btinternet.com</a>
Director of Music	Cara Barseghian-Pascoe 07944 344108 <a href="mailto:carabarseghian@yahoo.co.uk">carabarseghian@yahoo.co.uk</a>
Church Hall Hire	Vicky King   07523 963598   <a href="mailto:wivelsfieldchurchhall@gmail.com">wivelsfieldchurchhall@gmail.com</a>
Field Car Parking	Carola Godman-Irvine 01444 232179 <a href="mailto:otehall@gmail.com">otehall@gmail.com</a>
Churchwarden & Church Flowers	Jane Hill - <a href="mailto:jane.hill13@hotmail.com">jane.hill13@hotmail.com</a>
Treasurer	Sue Neatherway <a href="mailto:treasurer.wivelsfield@gmail.com">treasurer.wivelsfield@gmail.com</a>
Local Florists	<b><u>Olive &amp; Lily Flowers</u></b> - 07791140570 (on Instagram as Olive & Lily Flowers) <a href="mailto:oliveandlilyflowers@gmail.com">oliveandlilyflowers@gmail.com</a>  <b><u>Flower Folly</u></b> – <a href="http://www.flowerfolly.co.uk">www.flowerfolly.co.uk</a> <a href="mailto:info@flowerfolly.co.uk">info@flowerfolly.co.uk</a>  <b><u>Nature's Way</u></b> - 07787 522603 <a href="mailto:karenbatchelorreid@hotmail.co.uk">karenbatchelorreid@hotmail.co.uk</a>



**[www.wivelsfieldchurch.org.uk](http://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.