

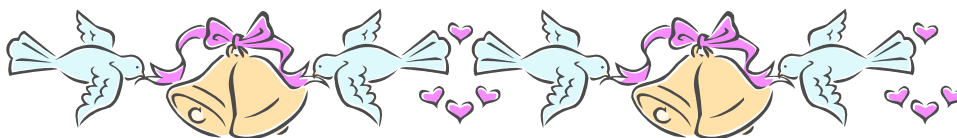
The Whitewater Benefice
incorporating the churches of
Hook, Heckfield, Mattingley and Rotherwick

HOLY MATRIMONY

OR

WEDDING BLESSING

A Service of Prayer and Dedication of a Civil Marriage



August 2013 edition
BENEFICE DIRECTORY
Contacts

RECTOR

The Revd Peter Quinnell	01256 760377 email: peter@stjohnhook.co.uk
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WEDDING ADMINISTRATION - initial contact for all enquiries

Ruth Scott Benefice Administrator	01256 760169 email: manager@stjohnhook.co.uk
The Benefice church office is open each weekday morning from 9am to 12 noon.	www.whitewaterchurches.co.uk www.yourchurchwedding.org

ORGANISTS

Hook	Ian Rees	01256 326654
Heckfield	Frank Fowler	01252 845340
Mattingley	Richard Joyce	01252 842546
Rotherwick	contact Church Office	

CHURCH FLOWER CONTACTS

Hook	Sandy Haward	Church Office
Heckfield	Deirdre Betts	01256 761671
Mattingley	Jill Soundy	01189 326279
Rotherwick	Bridget Anderson	01256 762698

BELLS

Heckfield & Rotherwick	Tower Captain: Alan Giles 01252 842787
Mattingley	Church Office

CONTACTS FOR LOCAL HALLS

Hook	St John's Church Hall	Church Office
Heckfield	Memorial Hall	Lois Burton 01189 842546
Rotherwick	Village Hall	Polly a Court 01256 762055

VERGER

Heckfield, Mattingley & Rotherwick	Gwen Wheeler 01189 326580
Hook	Kate Blackman 01256 762982

CHURCHES

Heckfield - St Michael's Church	Church Lane, Heckfield, RG27 0LG
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Hook - St John the Evangelist Church	London Road, Hook, RG27 9EG
Mattingley - The Parish Church	Mattingley Green, Mattingley, Hook RG27 8LA
Rotherwick - The Parish Church	The Street, Rotherwick, Hook RG27 9BG

The Whitewater Benefice

A Message from the Rector, the Reverend Peter Quinnell.

I am greatly encouraged that you have approached the Church asking for Christian marriage because, I believe you are seeking the best possible start to a lifetime of marriage and commitment; you will make your vows and covenant before God, and receive his blessing.

A marriage service, wherever it is held, is a public declaration of love and commitment to your partner. By choosing to be married in church there is an added dimension: the assurance that God cares about your relationship and that the resources of his love and strength are always there to support and help you. Marriage is a very special relationship in which husband and wife grow closer together in love. Many married couples experience difficulties and it is possible that for you there will be difficult times that will test your bond of marriage. However, at those times, you can look to God for help and guidance remembering that it was his love that brought you together and his love that will sustain you.

Christian marriage is the greatest institution I have ever known and I recommend it to all! Like me and my wife, all who have received the sacrament of Holy Matrimony are reassured that they have the support and encouragement of the Christian Church Family.

A Prayer for those seeking Christian Marriage:

God of love, we thank you for the gift of Christian marriage
and for the joys it brings.
Bless all those who are preparing to be married
and we thank you for your gift of love that has brought them together.
We pray that they are sustained by that same love
for the rest of their lives; through Jesus Christ our Lord.
Amen.

GETTING MARRIED IN ONE OF OUR CHURCHES

We are delighted that you are planning be married in one of our churches and we will do all we can to ensure that your wedding is a happy occasion. The following information is intended as a guide. In the first instance for all enquiries please contact the Benefice Administrator in the church office.

Please read the information in these notes; there are some items which are your responsibility.

ELIGIBILITY

Please contact Benefice Administrator in the first instance. A first interview will then be arranged with the Rector to discuss your eligibility of being married in one of our churches.

Please refer to the Church of England website, yourchurchwedding.org, to establish your qualifying connection to this benefice. The Administrator will also be able to help you with this.

PASTORAL PREPARATION

You are invited to attend a Marriage Preparation Day. This is scheduled for March 2nd and June 29th 2013, starting at 10 o'clock at St John's Church, Hook. Please do try and attend; the day has been much appreciated by couples in the past. Contact: Benefice Administrator.

BANNS

It is a legal requirement that Banns of Marriage are read on three consecutive Sundays during the three months prior to the wedding. Your Banns need to be read here in the Parish where your marriage service is to take place and in the Parish Church where you live, if that is different from where your service will be. The Banns will be read at the main Sunday service. This applies even if you are not a member of a Church of England church, for example if you are a member of a different Christian denomination such as Roman Catholic or Methodist, in addition to any permission from your local priest or minister. We would be very glad to welcome you to our churches to hear your own Banns being read.

It is your responsibility to make sure that the Banns are read at the other parish and that you obtain the certificate following publication of your Banns. This certificate should then be given to the officiating minister.

Depending on your circumstances, you can also be married in one of our churches following the granting of a Common Licence or Special Licence (known as an Archbishop's Licence).

ADMINISTRATIVE DETAILS

Fees

A table of fees may be found on page 5. Church fees are normally payable not later than one calendar month before the wedding. An invoice will be sent to you detailing costs and payment method.

Passports

If you require a new passport in your married name immediately after your wedding, there is a special form available from the Post Office which clergy will need to sign. Allow plenty of time as the Passport Office administration may be slow.

Timing

The whole service normally lasts approximately one hour. We would like to remind everyone that it is important for the bride to arrive on time out of respect for your guests and all those involved in the service.

Rehearsal

The minister will arrange a rehearsal, in the days before your wedding. Ideally, those attending should be: the bride and groom, the best man, a representative of the ushers, bridesmaids and parents.

Photography

It is requested that no flash photography is used during the service. Please do give your photographer clear and precise instructions as to what you require, in particular the time you are allowing them outside the church after the service.

It is suggested that 20 or 30 minutes is more than enough. Some photographers will take up to an hour if clear instructions are not agreed beforehand.

Video/Audio Recording

It is essential to consult the minister before entering into any agreements. You must also consult with the organist, if a video is used an additional fee will also be due to the organist. You must ensure that you or your videographer holds the correct copyright licence. This is your responsibility and more details can be found at www.videollicence.co.uk. Video recordings will not be permitted in either the church or the churchyard, unless you have confirmed that you are holding the correct licence.

Flowers

All brides must speak to the church Flower Contact at least three months before the wedding, regardless of who is supplying the floral decorations. Please note that no floral decorations may be left in the church after a wedding service during Lent or Advent.

St John's, Hook - please contact Sandy Haward through the Benefice Administrator. Sandy will advise you both in relation to the church providing the flowers and the procedures for arranging your own floral decorations.

Heckfield, Mattingley and Rotherwick - please contact the relevant Flower Contact who will be able to offer you advice and assistance.

If you employ your own florist, please ensure they do not use any of the church equipment without permission or damage the fabric of the church in any way. It is also your responsibility to ensure that your wedding flowers are removed and the church tidied up. This is usually done in the week following the wedding. Sometimes the wedding flowers are removed immediately after the service and taken to the reception; however you may wish to leave one or two arrangements in place as a gift to that church for the following Sunday service. If you choose to remove the flowers, it is your responsibility to arrange their removal. Please liaise closely with the Flower Contact for your church.

Confetti - permitted outside the church only please. Do encourage your guests to only use biodegradable confetti so it may be left to decompose in the churchyard.

MUSIC FOR YOUR SERVICE

Organists

The order of service, including readings and music, will be discussed at your second interview with the minister. Please make contact with your organist in good time to discuss the music and hymns for your wedding.

The usual number of hymns for a wedding is three or four. Some suggestions are listed in Appendix 1.

You may find it helpful to attend a number of Sunday services in one of our churches to gain a deeper insight into the hymns and music in relation to the church itself. The weekly pew sheet with information for all the church services in the benefice can be found on the website, www.whitewaterchurches. The monthly Whitewater Benefice Magazine also contains this information.

Choir

There is a Benefice choir who may accompany your Saturday wedding (subject to availability) on request for which there is a fee. If you would like them sing specific anthems then please discuss this with the organist.

External Soloists and Musicians

You may like to ask your own soloist, musicians or choir to perform during your service. If, through your own choice, you wish to bring your own organist, you must let the resident organist and Benefice Administrator know. It is the practice of the Church of England that the official organist's fee is still payable in full to the resident organist.

Bells

These may be rung after a Saturday wedding service (subject to availability), a fee is payable to the Tower Captain and bell ringers. Please contact the Benefice Administrator.

ORDER OF SERVICE SHEETS

Please consult the officiating minister on the order and content of service sheets before having them printed. This will be discussed at your second interview.

There is a guide format in Appendix 2 which includes a standard service order and the Lord's Prayer. Please ensure that all this information is included in your final order of service together with the copyright information and give the minister a copy before your wedding service.

Readings

One or two readings may be used, with at least one from the Holy Bible. Please discuss any non-biblical readings with the minister. Please encourage one of your guests to do the reading(s).

Suggested Readings

1 Corinthians, chapter 13 from a modern translation of the Holy Bible is particularly suitable.

Some more suggestions for a reading from the Holy Bible, again a modern translation is best:

Genesis 2. 18-24	God created Woman
Matthew 5. 1-12	the sermon on the mount, the Beatitudes
Luke 24. 13-16, 28-35	Jesus appears to his disciples
John 2. 1-11	Jesus at the wedding in Cana
Ephesians 3. 14-21	rooted and grounded in love
Colossians 3. 12-17	clothe yourselves with love
1 John 4. 7-12	God is love
Song of Solomon 2.10-13	arise, my love

More Resources

Further help and resources may be found on the Church of England website, www.yourchurchwedding.org .

Please feel free to contact us about any aspect of your wedding, contacting the Benefice Administrator in the first instance.

TABLE OF FEES 2013

An invoice will be sent to you around six weeks before your Wedding or Blessing itemising the arrangements agreed between you and the minister.

Statutory Fees 2013

Calling of Banns of Marriage	£21
Banns Certificate (only required if being married elsewhere)	£13
Marriage Service	£381
Marriage Certificate (per certificate)	£4
Service of Blessing after Civil Marriage	£ nil

Church Council Fees

Administration and Charges (estimated charge dependent upon your requirements)	£80
Other Charges: (subject to availability)	
Organist (without / with video recording permitted)	£100 / £200
Choir (minimum of 5 choristers - Saturdays only)	£120
Bells at Rotherwick and Heckfield churches (Saturdays only)	£120
Bells at Mattingley church (two bells)	£40

Full details of fees and charges are available for the Benefice Office.
Your invoice will provide clear instructions on how payment should be made.

STEPS TO ARRANGING YOUR MARRIAGE

- Contact the Benefice Administrator by email or telephone.
- Check details on the Church of England website, www.yourchurchwedding.org
- By appointment, meet with the Rector for your first interview.
- If marrying by Common Licence or by Special Licence, please discuss with the Rector.
- Arrange to have your Banns read at the other parish where you live, or if you both live outside the parish, have them read in both your parishes.
- Decide whether to have a video/audio recording made of your service, whether you would like to request an organist, the choir and bells.

NEARER THE TIME OF YOUR WEDDING

- Meet the Organist to discuss music for the service.
- Arrange to meet the officiating minister at your second interview to discuss the Order of Service before getting it printed, and let the minister have a copy.
- Pay the invoice from the church office. Note that the invoice will detail the separate fees which are payable on the day, or at the rehearsal.
- If having a video made, ensure your videographer holds the correct copyright licence.
- Collect Banns Certificates from other church(es) and take them to the officiating minister at your rehearsal. (Not required if you are both resident within the parish where you wish to be married.) Please note that if, for example, you live in Hook and plan to be married in the Parish of Heckfield, Mattingley and Rotherwick your Banns will need to be called in both parishes, i.e. in Hook and where you will be married, but you will not need a banns certificate as all four churches are part of the Whitewater Benefice.

Explanatory Note - The Whitewater Benefice

The Whitewater Benefice is made up of two parishes consisting of four churches. They are the Parish of St John the Evangelist, Hook, united as a benefice together with the three churches making up the Parish of Heckfield, Mattingley and Rotherwick which are: St Michael's Church at Heckfield, the Church at Mattingley and the Church at Rotherwick.

APPENDIX 1

Some Suggested Wedding Hymns

All my hope on God is founded
All people that on earth do dwell
All things bright & beautiful
Be thou my vision (Lord of all hopefulness has the same tune)
Colours of Day
Come down O Love Divine
Dear Lord and Father of mankind
From heaven you came (the Servant King)
Guide me O Thou great Redeemer
Immortal, invisible, God only wise
Jerusalem
Lead us heavenly Father, lead us
Let us with a gladsome mind
Lord of all hopefulness
Love Divine all loves excelling
Morning has broken
Make me a channel of your peace
Now thank we all our God
One more step along the world I go
O perfect love
O praise ye the Lord
O worship the king all glorious above
O worship the Lord in the beauty of holiness
Onward Christian soldiers
Praise my soul the king of heaven
Praise the Lord, ye heaven adore him
Praise to the holiest in the height
Praise to the Lord, the Almighty
Rejoice the Lord is king
Sent forth by God's blessing
Sing Hosanna (Give me oil in my lamp) or Give me joy in my heart
Tell out my soul
The King of Love my shepherd is
The Lord's my shepherd
Thine be the glory

APPENDIX 2

Order of Service Guide Format

ORDER OF SERVICE FOR HOLY MATRIMONY

Music
at the entrance of the Bride

Welcome

Hymn

The Declaration of Intent

The Readings

The Address

Hymn

The Marriage Vows
The Giving of Rings
The Blessing of the Marriage

Hymn

The Prayers

The Lord's Prayer
Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power and the glory,
for ever and ever.
Amen.

The Blessing

Hymn

The Registration of the Marriage

The Recessional Music

It is necessary to include in your order of service the following Church Copyright Licence number (usually at the bottom of the last page):

Heckfield, Mattingley and Rotherwick Churches:
St John's Church, Hook:

CCLI Licence No. 120219
CCLI Licence No. 7626