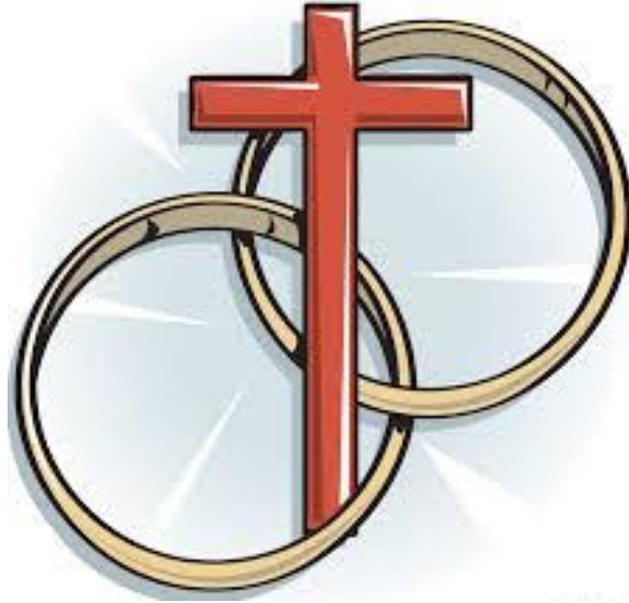


Your Wedding at

ST JOHN'S CHURCH,  
RANMOOR



Marriage Information Booklet

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## Introduction

Congratulations on your engagement! We are pleased that you have asked to have your special service at St John's. This booklet is to help you complete all the arrangements for your service in church. This is a very significant occasion for you both, together with your families and the congregation of St John's. It is worth spending time thinking about the meaning of what you are doing as well as the detailed arrangements for the day itself. We will endeavour to care for you and encourage and support you in these tasks, as well as praying for you both throughout this process.

You may also find help through the website: [www.WeddingGuideUK.com](http://www.WeddingGuideUK.com)  
or the official website of the Church of England:  
[www.cofe.anglican.org](http://www.cofe.anglican.org)

If you would like any further information about your wedding at St Johns, please contact the Parish Administrator Claire Webber at the Church office 0114 230 1199 or [administrator@stjohnsranmoor.org.uk](mailto:administrator@stjohnsranmoor.org.uk)

We wish you well in your preparations, and look forward to helping you at this exciting time in your lives.

## Booking your wedding here at St John's

When you book your wedding here at St John's you will have the date held provisionally until you have met with the church officer. At this meeting you will be required to provide photographic ID, proof of address, valid passports, complete booking forms, choir form, banns forms and pay a non-refundable deposit of £100. Once the church Officer is satisfied you have met all the criteria your wedding will be confirmed.

## Preparation for Marriage

### ***Legal Requirements***

To be married in the Church of England you have to show one of the following qualifying connections with the Parish:

- I was **baptised** in the parish (by a Church of England service/form of baptism)
- I have been **confirmed** (by a Church of England service) and my confirmation is entered in a register belonging to a church or chapel in the parish
- My **parent or grandparent** was **married** in the parish by a Church of England service.
- I have had my usual place of **residence** in the parish for at least 6 months\*
- My **parent** has had his or her usual place of **residence** in the parish for at least 6 months during my lifetime\*
- I have habitually attended public worship at Church of England services in the parish for at least 6 months \*\*
- My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime\*\*

\* *This can apply whether or not you or your parent(s) are still resident in the parish*

\*\* *This can apply whether or not you or your parent(s) are still attending worship in the parish*

**Note: In the Church of England Marriage Measure a parent means:**

- parent of either a legitimate or an illegitimate child; or
- an adoptive parent (This requires legal adoption); or
- a person "who has undertaken the care and upbringing" of another person.

*For a grandparent one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.*

## **Banns of Marriage**

The calling of the Banns is where a verbal notice is given out in church with your names, your parish of residence and your intention to marry. Banns are called on three successive Sundays. **It is a legal requirement that the Banns are called before the marriage can take place. It is therefore important that you follow the rules on the calling of Banns carefully.**

The calling of Banns in St John's will be arranged at the interview with the Vicar. If either of the couple does not live in St John's parish, then the Banns must be called in the parish where they are resident as well.

You must contact the Vicar of that parish approximately three months before your wedding date and fill in a *Banns Form* to enable the Banns to be called in there. They will charge you a legal fee.

When the Banns have been called, you then collect a Banns Certificate (presuming no objection has been raised). You then bring this certificate to the Vicar of St John's prior to the wedding date (no later than one week before the wedding). Without this certificate you cannot be married by way of the Banns of marriage procedure.

Your Banns will usually automatically be read in St John's on the first three Sundays of the month immediately before the month of your wedding (Claire Webber, Parish Administrator, will confirm this to you). You won't need a certificate from St John's.

## **Planning your Marriage Service**

The most important part of your wedding day is the actual service when you make your marriage vows to each other before God and the gathered Church. At St John's we hope to make this day the happiest and most memorable of your life. Deciding to get married in Church is a momentous decision and St John's congregation would wish to support you in every possible way throughout all this. God can transform your relationship through this whole process.

On top of this we have a choir which is renowned throughout the region, a fine ring of 10 bells and one of the best church organs in the area, not to mention the exquisite building.

You have many things to decide when putting together the order of service. If you need any help at any stage in the planning, do not hesitate to get in touch and we will try to help you as much as we can.

### ***A Brief Overview***

- Having filled in the appropriate forms and set a date for your wedding, the Parish Administrator (Claire Webber) will confirm both that we have received the forms and also that we have all the information we need.
- There will be a meeting organised with the vicar of all the couples who are getting married at St John's in the month you are to be married. It will be a chance to discuss and reflect upon your wedding vows and go over some of the practical planning.
- Within six months of your wedding date you need to have selected one of the three options for music at your service on the enclosed form. The additional form on which you select your detailed choices for music needs to be submitted a month before the wedding service.
- In the week before the marriage we shall have a rehearsal when we walk through the entire service.

## **Music at your Wedding**

First you need to decide whether you would like to have music at your wedding (almost everyone does). St John's is renowned for its choral singing and fine organ.

If you wish to have music there are three options that we can offer. However, please note that we can only offer our resident St John's choir on Saturdays during school term time. If you are getting married during school holidays or on a day of the week other than Saturday and feel that a choir is an essential part of your wedding service, contact details for the leaders of a couple of other local choirs that might be willing to sing are available from the administrator. St John's cannot guarantee the availability of a visiting choir, and the booking of one of these groups is a separate transaction between the wedding party and visiting choir.

Our Organist and Director of Music or his deputy plays for all weddings at St John's Church, and is contractually entitled to receive the fee for the wedding. This is the case if the couple elect to have another organist playing at the service.

The choices for music at your wedding are as follows:

### **Organ but no choir**

**Organist & Director of Music fee: £170.00**

The organ at St John's is powerful and colourful. It can set the scene and enrich the ceremony. It is strong enough to carry even the largest congregation, and provide a good lead in the hymns.

The organist chooses a piece of music to play as the congregation gather. The wedding couple choose an organ work for the entrance of the bride. The wedding couple also select three hymns to be sung. Organ music for the signing of the register will be provided and usually chosen by the Organist, and the wedding couple will choose a piece of organ music for the end of the service for leaving the church.

### **Standard Wedding choir**

**choir fee: £360**

**Organist & Director of Music fee: £236.00**

Choir will consist of a full front row of boy and or girl choristers, or alternatively, at the discretion of the Director of Music, our Consort of sopranos. There will be a back row of 6 adult Songmen singing the alto, tenor and bass parts.

The organist chooses a piece of music to play as the congregation gather. The wedding couple choose an organ work for the entrance of the bride, the wedding couple also choose three hymns to be sung, and the wedding couple will choose a piece of organ music for the end of the service as you leave the church.

The choir will usually sing one of the suggested psalms (chosen by the wedding couple) between the readings and one or two anthems during the signing of the register. With the Standard Wedding Choir option the Director of Music combines conducting the choir with being organist for the service. Therefore, although there may be some flexibility in this respect, the choir anthems will usually be from the choir's unaccompanied repertoire, and couples requesting a special piece of choir music requiring organ accompaniment should usually consider the Festal Wedding Choir option.

### **Festal Wedding choir**

**choir fee: £588**

**Organist & Director of Music fee: £236.00**

Choir will consist of a full front row of boy and or girl choristers, or alternatively, at the discretion of the Director of Music, our Consort of sopranos. There will be a back row of 14

adult Songmen singing the alto, tenor and bass parts. An assistant organist will accompany the psalm and choir anthems if appropriate.

The organist chooses a piece of music to play as the congregation gather. The wedding couple choose an organ work for the entrance of the bride, the wedding couple also choose three hymns to be sung, and the wedding couple will choose a piece of organ music for the end of the service as you leave the church.

The choir will usually sing one of the suggested psalms between the readings (chosen by the wedding couple), and one or two anthems during the signing of the register. The Organist & Director of Music will be delighted to choose the anthems, but is also happy to discuss any ideas that the wedding couple might have at the earliest possible opportunity.

**Couples will be expected to select one of the three choices for music at their wedding on the attached form no later than six months before the date of the wedding. The additional form detailing your detailed musical choices needs to be submitted at least one month before the wedding so that the Organist & Director of Music can plan the music programme in advance. Do feel free to contact the Director of Music if you would like more information.**

## **Choosing the Music**

### ***Hymns***

There are usually three hymns. The first might be an assertive hymn of praise and one that is sure to be well known by your congregation, the middle one can often be a reflective one about the meaning of love and the final hymn will be a celebratory one to send you joyfully on your way.

The following list includes many of the most popular and suitable hymns for weddings. It is by no means exclusive: please feel free to request hymns not in the list – it is your service.

The numbers are from our hymnbook - *Hymns Old & New*

### ***Hymns suitable at the beginning or end:***

All my Hope on God is Founded (15)  
Be thou my vision (56)  
All People that on Earth do Dwell (Ps. 100) (17)  
Come Down O Love Divine (90)  
Guide me O Thou Great Redeemer (188)  
Love Divine all Loves Excelling (321) (NB alternative tunes)  
Morning has Broken (337)  
Now Thank we all Our God (354)  
O Jesus I have Promised (372) (NB alternative tunes)  
O Praise ye the Lord (388)  
Praise my Soul the King of Heaven (422)  
Praise to the Lord, the Almighty, the King of Creation (427)  
Tell out my Soul the Greatness of the Lord (467)  
Give me joy in my heart  
All things bright and beautiful

### ***Hymns more suited for the middle of the Service***

Blest are the Pure in Heart (63)  
Father Hear the Prayer we Offer (120)  
God of Mercy, God of Grace (Ps.67 - the wedding psalm) (175)  
Immortal, Invisible, God only Wise (242)  
Lead us Heavenly Father, Lead us (293)  
Lord of all Hopefulness (313)  
O Perfect Love, all Human Thought Transcending (387)  
The King of Love my Shepherd is (Ps.23) (484)  
The Lord's My Shepherd I'll not Want (490)

### ***Organ music at you come in and go out***

Listed here are some of the more popular pieces used at weddings. If there is another piece from the church organ repertoire that you would like, please contact our Organist and Director of Music.

#### ***The Entry of The Bride***

Bridal March from "Lohengrin"	Richard Wagner
Trumpet Tune in D	Henry Purcell
The Prince of Denmark's March "Trumpet Voluntary"	Jeremiah Clarke
The Arrival of the Queen of Sheba	G F Handel
Trumpet Voluntary	J Stanley
Hornpipe from "Water Music"	G F Handel
Te deum	Charpentier

#### ***The Exit of The Couple***

Wedding March from "A Midsummer Night's Dream"	Felix Mendelssohn
Toccata from Fifth Symphony	C M Widor
Trumpet Voluntary	J Stanley
Hornpipe from "Water Music"	G F Handel
Finale (from symphony no. 1)	Louis Vierne

### ***Music during the Signing Of the Registers***

If you have chosen to have the choir, they will sing a suitable anthem. If there is no choir at your wedding, then the Organist will play suitable music. Couples who are having a choir or are wanting to request particular pieces of music should always speak to the Director of music giving as much notice as possible. The choir music list for all services is produced on a termly basis. It is difficult and sometimes impossible to make alterations to this after it has been produced. It should be noted that our choirs sing Church Music and music chosen will usually already need to be in the choir's repertoire.

Occasionally couples have a soloist to sing a particular piece of music during the signing of the registers, because they have a friend or relative who would like to sing or play at the service. Do say if this is what you would like. The Organist and Director of Music will usually be available from an hour before the wedding to rehearse with a visiting soloist.

## **Choosing the Readings**

### **Old Testament**

Genesis 1:26-28 - *God creates humankind and blesses them.*

Song of Solomon 2:10-13 & 8:6-7 - *This love song is a reminder that love is strong as death.*

### **New Testament**

Romans 12:1-2 & 9-13 - *Transformation by love has practical implications.*

1 Corinthians 13 - *St Paul's great hymn to Christian love.*

Ephesians 3:14-end - *To know the love of Christ is to be rooted and grounded in love.*

Philippians 4:4-9 - *Rejoice in God who brings us peace and hope.*

1 John 4:7-12 - *Love is from God who influences our daily lives.*

Matthew 5:1-10 - *The Beatitudes give us a key the Christian ideal.*

John 2:1-11 - *Jesus visits a village wedding and transforms the situation.*

John 15:9-17 - *We are to reflect the love which Jesus shows to us.*

If you wish to have any secular readings - which is certainly possible - please discuss this with the Vicar. There has to be at least one Bible reading taken from the New Revised Standard Version (NRSV) during the service.

For more ideas visit the Church of England website:

<http://www.yourchurchwedding.org/>

### **Singing of the Psalm**

Those that are having the choir singing at their wedding are invited to have a psalm sung by the choir. The psalms will usually be sung to the translation as printed in the Book of Common Prayer. Suggested psalms are below, but a different short psalm may also be sung at the request of the wedding couple:

Psalm 67 – *God be merciful unto us and bless us*

Psalm 121 – *I will lift up mine eyes unto the hills*

Psalm 127 – *Except the Lord build the house*

Psalm 128 – *Blessed are all they that fear the Lord : and walk in his ways*

## ***A Printed Order of Service***

Most couples have a printed order of service, which includes the details of the music, words of the hymns etc. although having an order of service isn't essential and hymn books can be used.

A skeleton Order of Service is below, and is also available electronically from the office. The words of the hymns you choose can also be e-mailed to you for your order of service (this helps to ensure that they are correct.) We can provide you with an electronic form of your service, including the details of the music and words of the hymns.

When you have put together your Order of Service, it is **essential** to let the Vicar see a draft copy in good time before it goes to print. In this way we can avoid expensive mistakes.

## **Order of Service** (for printed stationery)

Title of processional music – Composer

Introduction and Welcome

First Hymn (printed in verses)

Preface and Declarations and Collect

The Reading(s) (this may include a psalm sung by the choir if appropriate)

Homily – given by the Vicar

Second Hymn (printed in verses)

The Marriage

The Prayers

Third Hymn (printed in verses)

Signing of the Registers

The Dismissal

Title of Recessional Music - Composer

## **Bells**

St John's has a grand peal of 10 bells which can be rung as you come out of church at the end of your wedding.

If your wedding is on a Saturday, we can normally provide a band of eight experienced ringers. If your wedding is on a week day we will do our best to provide a band. If we are short of ringers, we ask other ringers from in and around Sheffield to help us.

If we are unable to provide at least six ringers we will let you know at least two days before your wedding – if you do not hear from us it is safe to assume that the bells will be ringing for you as you leave the church.

To arrange for the bells to be rung at your wedding, please advise us at the time of booking.

## **Flowers**

Please check with the Parish Office to see if there are any other weddings booked on the same day as yours. If there are other weddings on that day you will need to make mutual arrangements with the other families sharing the flowers that day. When more than one wedding is being held colours may need to be discussed, and you should feel free to indicate the kind of expense you anticipate for flowers to any other families. If you or another family wish to spend more money on extra flowers we have always maintained that the choice is still equally to be decided upon. Our experience is that this has always been resolved happily.

A pedestal of flowers may be placed by the pulpit and another may be placed on the other side of the lectern. Displays at the end of the pews are allowed but these must be attached in such a way that it does not cause damage to the pew ends. The use of flower arranging oasis for pew ends is not allowed as this causes damage to the wood and varnish.

Flowers are usually arranged on the Saturday morning. Florists may phone the Parish Centre to arrange this, please note, we do not provide keys for church.

**We will need to have a pedestal of flowers in church on a Sunday for our services, and as flower arrangers are unable to prepare a pedestal on a Saturday evening we ask that you leave a pedestal behind as part of your wedding celebrations in church. If you are not having a pedestal of flowers that is to be left for the Sunday following your marriage, you must let us know when you are booking your wedding with us.**

## **The Rehearsal**

A couple of months before your wedding, arrangements need to be made with the priest who is conducting the service for a rehearsal in church which will be a few days before the ceremony actually takes place.

The following people should come to the rehearsal if at all possible: Bride and Groom, Best Man, the person giving the Bride away [if applicable] and Bridesmaids/Pageboys. Other members of your family and friends are of course welcome however, we recommend just to have the minimum number of people there.

At the rehearsal we shall walk through the whole wedding service so that you shall be familiar with what will happen on the day.

## **The Day of your Marriage**

With all the preparation everything should run smoothly. But here are some things to bear in mind to ensure that the big day goes as well as possible.

## **Being on time**

The Ushers should arrive with orders of service at least half an hour before the service.

The Groom and Best Man should be ready 15 minutes before the start.

**The Bride and her Bridal Party should arrive 5 minutes before the service is due to start. It always takes longer than you think to get to the church and to be ready to walk down the aisle.**

The Wedding Service **MUST** start on time, particularly as many professional people are involved with producing the best wedding day possible for you. Your guests will be seated at least 10 minutes before the start time of your wedding therefore it may also be considered rude to your guests if it starts late.

Couples need to be aware that if the service starts late then the Priest conducting the service may have to amend the service so that the service does not overrun. This may include not singing one of the hymns. If the bride is later than 15 minutes and there is a wedding scheduled immediately after that wedding then the first wedding will be postponed to take place after the second wedding.

If this takes place then any choir or bell ringers who had originally been booked for the first wedding will leave should they have other commitments. No fees will be refunded if this takes place.

### **Photographs**

Whilst you will want your special day to be properly recorded, it is important that the taking of photographs does not interfere with the service. We have guidelines to ensure that you have suitable photographs of your service for posterity, and enjoy an unimpeded wedding service.

Flash Photography may **only** be used:

- As the Bride arrives
- At the signing of the Registers (during the actual signing of the registers, photography is not permitted however the Vicar will allow a chance for photographs to be taken once the registers have been signed).
- As the Bride and Groom leave at the end of the service

Of course, once the service is over, you are welcome to have as many photographs as you like outside the church. However, please be aware that other weddings may be taking place after yours.

We would ask you to keep the photographs as the Bride arrives brief. This helps to avoid the service starting late. The signing of the registers is brought within the service, so once again, we would ask that time taken with photographs is kept to a minimum.

Photographs may be taken during the service, but **without** flash and only from the back of church, from behind the back pews.

Photographs should not be taken whilst the vows are being exchanged.

If you do decide to have photographs during your service please be aware that members of your congregation may well be affected by the noise at the back of church.

Due to Health and Safety issues access to the Triforium is not allowed.

## **Videos**

The video recording of the service in any way is not allowed without express permission of the Vicar.

Whilst you will want your special day to be properly recorded, it is important that the video recording of the service does not interfere with any aspect of it. We have guidelines to ensure that you have suitable filming of your service for posterity, and enjoy an unimpeded wedding service.

You should notify us in writing as soon as soon as you have decided that you want permission for the service to be professionally recorded. There is an additional fee for permission to record the service to cover additional payments for the organist in respect of copyright and performance fees.

Only professional Videographers are permitted to record in Church and they must have the appropriate licence to do this.

Only one camera at the back of the church in front of the font is permitted and this cannot restrict the access to the aisle. This camera should be fixed.

The videographer cannot move around church during the service.

Filming of the official signing of the registers cannot be done.

Mobile phones/ Cameras cannot be used to film during the service.

Appropriate licenses must be obtained by the videographer and we must see a copy of this license before the filming can take place.

If you do decide to have your service recorded by video please be aware that members of your congregation may well be affected by the noise at the back of church.

Due to Health and Safety issues access to the Triforium is not allowed.

If you have any questions about these guidelines please speak to the church officer.

## **Confetti**

Confetti is allowed at the church doors and steps, however the vicar will make an announcement about confetti before the service starts because if it is raining it will not be allowed as it makes the ground slippery.

Only biodegradable confetti is permitted – **no** foil confetti.

Please .....

Ensure that the church looks its best for everyone coming to it, both for other wedding couples and regular worshippers.

## **Fees for your Marriage**

These are the 2016 fees for being married in St John's.

Once all the details of your wedding service have been finalised, you will receive a form which details which fees you will have to pay and how to pay them. All the fees must be paid no later than **6 weeks** before the wedding. Our preferred method of payment is BACS. Cheques are not permitted after the final payment due date.

<b>Church service, publication of banns, PCC Fees</b>	£452
<b>Voluntary Contribution</b>	£100.00
<b>Verger</b>	£78.00
<b>Organist without choir</b>	£170.00
<b>Organist &amp; Director of music with choir</b>	£236.00
<b>Choir</b>	
<b>Standard wedding choir</b>	£360
<b>Festal wedding choir</b>	£588
<b>Video Copyright &amp; Performance Fees</b>	£170.00
<b>Video License</b>	£30
<b>Bellringers (40 minutes)</b>	£145.00
<b>Single Pedestal of Flowers</b> (To be paid if not having own flowers)	£100

These are the 2017 prices only (subject to national increase each year).

## **Voluntary Contribution**

The voluntary contribution is a contribution we ask couples to donate towards the upkeep of the Church and its grounds. Without couples making this kind donation we would not be able to keep and maintain the church to such high standards. If you are able to make this kind donation, and you are a UK Tax Payer, then please can we ask that you **gift aid** it, as we can then claim back 25% from the Government on top of this which is no additional cost to you.

Forms are available for this from the church office.

Information on Gift Aid is available from: <https://www.gov.uk/donating-to-charity/gift-aid>

## **Cancellation**

At the time of booking your wedding a non-refundable £100 deposit is payable. Please make a cheque payable to St John's Church, Ranmoor.

Any cancellation to the arrangements must be notified in writing at least two weeks in advance – otherwise you may be charged fully for what you have booked.

## **What to do next**

**Please make a note of the things you need to do in your diary:**

**As soon as possible:**

Return your completed forms to the Parish Office along with your deposit of £100.00

**Approximately three months before the Wedding**

Approach the Vicar of the parish where you live to arrange for the Banns to be called in that parish as well. Don't forget to collect the certificate afterwards to give to the Vicar of St John's. You can't get married without it!

**One month before the Wedding**

Make sure you have fixed a date for the wedding rehearsal.

Pay your invoice no later than **six weeks** before your wedding.

**Contact Details:**

**Vicar: Current Vacancy**  
**Parish Administrator: Claire Webber**  
**Director of Music: Edward Barbieri**

**St John's Church, Ranmoor**  
**Parish Office**  
**5 Ranmoor Park Road**  
**Sheffield**  
**S10 3GX**  
**0114 230 1199**

**Vicar@stjohnsranmoor.org.uk**  
**[administrator@stjohnsranmoor.org.uk](mailto:administrator@stjohnsranmoor.org.uk)**  
**music@stjohnsranmoor.org.uk**

**September 2017**