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**Congratulations**

A Leaflet

to help you prepare for your wedding service

St Andrew’s Killaney

St Ignatius’ Carryduff

## Congratulations

It is good to hear that a couple have decided to get married. I hope your plans go well, and that I can help you make good decisions about starting your life together. This little leaflet is to help you prepare for that special day in your lives - the day of your Wedding in one of our Parish churches: St Ignatius, Carryduff or St Andrew’s Killaney

It is important to arrange the practical details of the day well in advance, so the information in this leaflet is mainly concerned with the ceremony. I hope to be able to have a chat with you early in your preparations about marriage itself.

Choosing whom you will marry is second only in importance in life to choosing to love God and to follow Christ. I want to help you be sure you are making good choices. The Wedding Service in Church is an opportunity: to thank those who have helped you get this far in life, to dedicate yourselves to each other in love, and to submit your lives to God for the future: a whole new start, with Christ in your hearts and home.

Hoping you have a beautiful wedding and wonderful marriage,

Your friend and rector,

Stephen Lowry

The Rectory

700 Saintfield Road, Carryduff, BT8 8BU

Tel: 028 9081 2342

Mob: 078 345 84932

Email: carryduff@down.anglican.org

 killaney@down.anglican.org

Carryduff Church Office

Tel: 028 9081 3489

## First things first

THE DATE:

It helps to have an approximate DATE & TIME of service in mind when you first contact me. Speak to me before confirming any arrangements.

THE OFFICIANT:

With current marriage procedures, you need to have the signature of the person conducting your wedding before you can send in your Marriage Notice Application Form. If you wish someone other than me to perform the ceremony you will need to obtain both their and my agreement.

THE FORM OF CEREMONY:

The Marriage Service is from the Book of Common Prayer, in one of two Forms. Marriage One is in traditional language, Marriage Two is in contemporary language. Following discussion together, and bearing in mind your preferences I will decide which is appropriate. Please discuss this with me. The services, on p 405 of the Prayer Book, are available on http://ireland.anglican.org/cmsfiles/files/worship/pdf/marr209.pdf

PERSONAL DETAILS:

In this leaflet you will find duplicate forms for your personal details. Please use one form for your own records and return the loose one to me. It is important to keep your record safe so that if any subsequent changes (e.g. in address) take place, you can keep me updated. Complete as much of the form as you can at this stage. **Until I receive this form, your wedding date or the church service cannot be booked.**

REHEARSAL:

About two days before the Ceremony, the Bridal Party comes to the Church to walk through the service with the officiating clergy. Any last minute questions can be sorted out then. Bride, Groom, Bride’s Escort, Best Man (&c.) Bridesmaid(s) and any others walking up the aisle or reading, should be at the rehearsal (normally at 7.00pm). This lasts about 30 minutes. Please bring the completed Marriage Schedule, obtained from the Registrar, along with a copy of the order of service to the Rehearsal with you. Without the Marriage Schedule I cannot marry you!

## Making your day special

MUSIC:

It is **YOUR RESPONSIBILITY** to arrange an organist but I may be able to help you find a suitable person to play if there is no church organist. You will find it helpful to discuss with the organist all matters relating to music and hymns. If you are planning to use an alternative musical accompaniment, please discuss this with me also.

SELECTING HYMNS:

There are at least two hymns at a wedding service, occasionally a Psalm is said or sung, and sometimes the couple ask a Soloist/Instrumentalist to sing or play before or after the service, or during the Signing of the Register. Please discuss your choice of hymns and music with both the Organist and me so we can ensure they are suitable. It is best to choose hymns with which you, your family and friends are familiar, and some of the following suggestions might be familiar to you/them:

Amazing grace

Be still for the presence of the Lord

Be thou my vision

God is love

In Christ alone

Jesus, whose presence blessed

Lead us, heavenly Father, lead us

Lord of all hopefulness

Lord of the home

Love divine, all loves excelling

Make me a channel of your peace

Morning has broken (*depends on time of service*)

O perfect Love

Praise, my soul, the King of heaven

The King of love my shepherd is

The Lord’s my shepherd

Spoken Psalms from the Prayer Book

 23 The Lord is my shepherd

 67 God be merciful to us

121 I will lift up mine eyes

128 Blessed are all they

*There are other suitable Hymns and Psalms*

## Preparations for the Day

ORDERS OF SERVICE:

Often a couple decide to get an Order of Service printed. This should be done professionally, well in advance of the Day, having first spoken to me to draw up a draft copy. If you are not going to use a commercial printer, the Church Office may help you produce a simple complete order of service or an insert for you to use with a commercially bought cover.

READINGS:

I normally select *with you* two passages of scripture for me to read. You are welcome to suggest (a) member(s) of the congregation to read these. Readings are from the Bible. *See page 418 of the Book of Common Prayer.*

FLOWERS:

The Church has a Flower Roster. Couples sometimes add the Bride’s name to the following Sunday’s Flower List. Please inform Adrienne Gibb (Carryduff) or Anne Mannis (Killaney) of your intentions re flowers. Phone numbers available from office. You are welcome to leave some/all of your flowers in church after the ceremony, but we need to know this well in advance.

PHOTOGRAPHY:

Photographs may not be taken during the actual service. Before or after the service, some sensitive photography is acceptable. If a Video Recording is to be made, strict conditions must be observed so that the service will not be unduly interrupted. You must always seek permission.

SUBSCRIPTIONS & FEES:

There is no fixed fee levied for the Use of the Church. However it is appropriate that a couple, who do not otherwise subscribe to the church, should give a substantial gift towards the upkeep of the wonderful building in which their wedding takes place. The amount is up to you but it may be appropriate that the gift is the equivalent of say the current cost of flowers, or the hire of cars, or the printing of orders of service. If you wish to give such a subscription, may I suggest you place it in an envelope marked Parish Funds.

The only suggested fees are as follows:

PARISH FUNDS as above

 ORGANIST fixed by organist

 CLERGY optional

 SEXTON £25.00

The Best Man usually brings fees/gifts on the day in 3/4 marked envelopes.

## Church Regulations

*This guide to marriage regulations church is not a statement of law.*

You may be married in the Parish Church where you are resident or an accustomed member, provided that at least one of you is a member of the Church of Ireland. You may not be married if you are related to each other within certain degrees of affinity. You must be at least eighteen years old, or else, if sixteen or seventeen, have obtained special written permission from your parent or guardian. Currently if one or both parties to a marriage have been married before and the former partner(s) is still living, special arrangements can *sometimes* be made though *often* this is not possible. Please consult with me before making any plans about this.

## Civic Regulations

Marriages in the church require a Marriage Schedule from a local Registrar:

The Registrar’s Office, Castlereagh Registration Office, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB **BY APPOINTMENT ONLY**

Monday - Friday 9.00 to 12.30; 2.00 to 4.30 pm (Fri 4.00 pm)
Email/Phone for appt:
RegBradfordCourt@lisburncastlereagh.gov.uk or 028 9049 4520

The Registrar's Office, Lisburn City Council, Island Civic Centre, The Island, Lisburn, BT27 4RL **CALL/WALK IN SERVICE**

Monday - Friday 9.00 to 12.45; 1.30 to 4.30 pm (arrive 45 mins before closing)
Email/Phone for information:
bdm.registration@lisburncastlereagh.gov.uk 028 9250 9262

**1. Obtain a Marriage Notice Application Form.** Both parties must complete and return a Marriage Notice about 8 weeks before their wedding. These can be obtained from the District Registrar. Currently a fee of £44 per couple, [£22.00 each] is payable. Search online for GRO 446

**2. Prove your identity.** Accompanying the application are a Birth Certificate and/or a Passport or similar photographic ID, and any former marriage papers (when a widow or widower is involved).

**3. Agreement of the Minister.** The couple obtains the written agreement of an authorised Church of Ireland Officiant (the Minister who conducts the service).

**4. Collect Schedule in person.** Either bride or bridegroom collects the Marriage Schedule in person during office hours up to 14 days before the Day.

5. **Complete the Marriage Schedule**. The Schedule is completed on the day of the wedding by five signatories: the Officiant, the couple and two witnesses aged at least 16. This schedule needs returned to the registrar for a Marriage Certificate to be issued. By arrangement with you, I can do this on your behalf, but Copies of the Certificate are cheaper when the registration takes place.

*Please complete this page as much as you can and return the copy to the Rector as soon as practicable. Your wedding is NOT BOOKED until you have returned this form:*

## **Application for Wedding Ceremony:**

DATE ……………………………………... TIME

THE GROOM

GROOM’S FULL NAME

ADDRESS &

POSTCODE

TEL

GROOM’S OCCUPATION

GROOM’S DATE OF BIRTH

THE BRIDE

BRIDE’S FULL NAME

ADDRESS &

POSTCODE

TEL

BRIDE’S OCCUPATION

BRIDE’S DATE OF BIRTH

Will you be requesting the use of the organ? YES/NO (Circle)

Suggested Hymns and/or Psalms:
Will you be arranging printing an Order of Service? YES/NO
How many rings will you be using: ONE/TWO
Proposed Address following your marriage (if known)

Day and Time of Rehearsal:

DATE …………………………………… TIME …......................