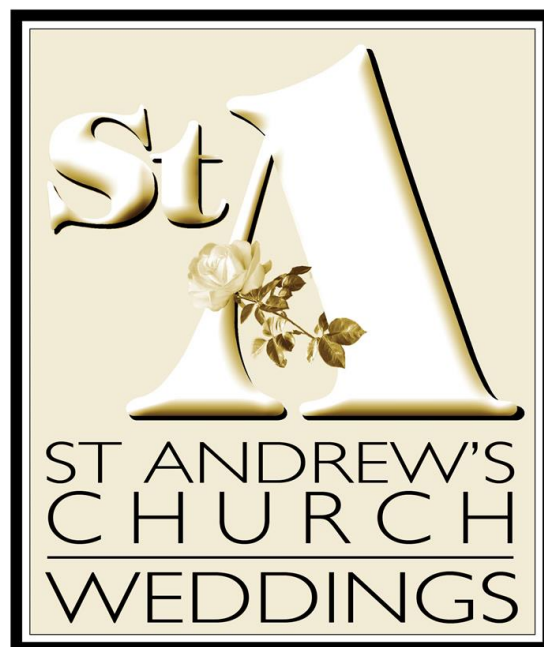


# Arranging your Wedding

at

## St. Andrew's Church, Cobham

### A Guide for Wedding Couples



Your wedding has been arranged for:

Date	Time
------	------

Your banns will be read on:

1		2		3	
---	--	---	--	---	--

**Vicar**

Revd. Dr. Mike Branscombe 01932 885085

**Assistant for Marriages**

Kim Constable 07736 104969  
Kim@sac.church

**Administration & Communications Manager**

Elaine Bray 01932 867883  
Church Gate House elaine@sac.church  
Downside Bridge Road Website:  
Cobham www.standrewscobham.org.uk  
KT11 3EJ

**Assistant Clergy**

Revd. Charleen Hollington 01372 849699  
Revd. Moni Babatunde 01932 860699

**Music Ministry**

David Fuge 01932 868174  
davidf@sac.church

**Church Flowers**

Mabs Ostley 01932 862178

## **Index**

	<i>Page</i>
Introduction	4
Legal	5
The Service	5
Order of Service	5
Readings	5
Music	6
Flowers	6
Photographs and Video	7
Confetti	7
Fees	8
Bells	7
Marriage Preparation	9
 <i>Appendices</i>	
Draft Order of Service	11
Music Choice Form	16
Flower Form	18
Wedding Music – Suggestions	20
Checklist	25

## Introduction

We are delighted you have chosen to be married at the Parish Church of St. Andrew, Cobham. This booklet provides you with information you will need to help you prepare for your marriage. Please read it carefully and follow the advice given. If you need any further help or advice, or need to change any of the details you have given, please contact the Vicar, or the priest conducting your marriage.

A wedding is one of life's great moments, a time of solemn commitment as well as good wishes, feasting and joy. St. John tells us how Jesus shared in such an occasion at Cana, and gave there a sign of new beginnings as he turned water into wine.

Marriage is intended by God to be a creative relationship, as his blessing enables husband and wife to love and support each other in good times and in bad, and to share in the care and upbringing of children. For Christians, marriage is also an invitation to share life together in the spirit of Jesus Christ. It is based upon a solemn, public and life-long covenant between a man and a woman, declared and celebrated in the presence of God and before witnesses.

On your wedding day, as bride and bridegroom, you will face each other, make your promises and receive God's blessing. Your family and friends are witnesses of the marriage, and express their support by their presence and their prayers. Their support does not end on your marriage day: you will value continued encouragement in the days and years ahead of them.

*Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.*

*1 Corinthians 13.4-7*

## **Legal**

If both parties live within the boundaries of this parish we will read your banns here at the 10.00 service. You may wish to come and hear the banns, though you are not under any legal obligation to do so. If one or both parties live in another parish you must contact that parish and arrange for your banns to be read. This is most important. After the banns have been read you will need to obtain a banns certificate. This certificate must be handed to the clergy of this parish before they can officiate at your wedding. This is your responsibility. If you do not live in the parish of Cobham you may be able to be married by virtue of a qualifying connection. More information can be found on the Church of England website at: <http://www.yourchurchwedding.org/youre-welcome/more-churches-to-choose-from.aspx>. Application forms and advice are available from the Vicar, Mike or Kim Constable.

## **The Service**

Our usual practice is to use the modern service from the Church of England service book, Common Worship.

## **Order of Service**

You will need to produce an order of service which can be word processed or professionally printed. The basic order of service to follow is set out at the back of this booklet (see page 10). You should prepare a draft order of service once you have chosen your music and readings. The draft must be approved by the priest conducting your wedding before it is printed.

## **Readings**

Each wedding service has a reading from the bible. You may want a member of your family or a friend to read, otherwise the clergy will read. If you would like to include a non-biblical reading then you may ask permission for this to be included. You must provide the clergy with a copy of any suggested

readings well in advance of the service. We list below a selection of suitable biblical readings:

Genesis 1.26-28	Ephesians 5.21-end
Song of Solomon 2.10-13; 8.6,7	Philippians 4.4-9
Jeremiah 31.31-34	Colossians 3.12-17
Tobit 8.4-8	1 John 3.18-end
Romans 7.1, 2, 9-18	1 John 4.7-12
Romans 8.31-35, 37-39	Matthew 5.1-10
Romans 12.1, 2, 9-13	Matthew 7.21, 24-end
Romans 15.1-3, 5-7, 13	Mark 10.6-9, 13-16
1 Corinthians 13	John 2.1-11
Ephesians 3.14-end	John 15.1-8
Ephesians 4.1-6	John 15.9-17

## **Music**

It is usual to have the organ played at your service. The organist will play for the bride to enter and the bride and groom to leave the church and will also play for hymns and anthems. You may wish to have the choir to sing at your wedding. You will need to contact the Director of Music, to arrange a mutually convenient time to discuss the music. This should be done at least three months before the wedding day. If you would like musicians personally known to you to sing or play at the service, you must discuss whether it will be possible with David Fuge. You will find some suggestions for music at the back of the booklet (see page 20).

## **Flowers**

You will probably want flowers in the church for your wedding. St. Andrew's Church flower arrangers are able to provide one pedestal of flowers. Alternatively you may want to bring in your own florist. In either case we do ask that one pedestal of flowers from your wedding is left in the Church for the following Sunday's services. The remaining flowers should be removed

after your wedding unless we agree with you that they can be left.

It is important that we know what you are proposing with regard to flowers. If you are not having flowers our flower arrangers will want to arrange flowers for the Sunday service. You must contact our Flowers Co-ordinator, Mabs Ostley (01932 862178) well in advance and confirm your plans with her. You should also complete the form on page 17 and post it to us.

Other weddings may coincide with your day, in which case you will be given details of the other brides' names and phone numbers for you to agree over sharing of flowers.

Access for your flower arrangers to the church must be arranged through the Parish Office.

### **Photographs and Video**

You may wish to have an official photographer take pictures of your wedding. The priest conducting the wedding will advise the photographer when photographs may be taken during the service. Only an official video recording may be made of the service; family members and friends may not video in the church though they can record your exit. An extra copyright fee is payable if you wish to record their music on video.

### **Confetti**

Confetti should not be thrown within the church or churchyard but we have no other restrictions beyond that rule.

### **Bells**

You may have the bells rung after your wedding service. The clergy will discuss this with you.

## Fees

A table of fees for the current year is set out below. The priest conducting your wedding will advise you on the cost once your choices are confirmed. This money is paid partly by cheque to PCC of Cobham and partly by cash at least two weeks prior to the wedding.

### Wedding fees – 2023

Item	Fee	Form of Payment	Amount Due
Calling of Banns	£36	Single cheque for relevant amount = <b>£516</b>	
Marriage Service	£480		
Verger	£50	Cash	
Organist	£150	Cash	
Video Fees	£50	Cash	
Choir	£250.00	Cash	
Bells	£180.00	Cash	
Flowers	Payment separately to flower arrangers		

#### Notes

1. Fees to be paid at least two weeks prior to wedding at the parish office or passed to the priest conducting the wedding.
2. Cheques to be made payable to PCC of Cobham.
3. Fees are revised annually – if you are booking your wedding for future years
4. Certificate of banns, if required £18.00; (i.e. reading of banns + certificate = £54.00)

Please note that the Organist Fee is payable even if a couple bring in their own musicians and do not require our staff.



## **Marriage Preparation**

St. Andrew's Church invites all couples to be married at the church to a Marriage Preparation Day, which will take place from approximately 10am to 2pm on a Saturday. At the beginning of the year in which you are to be married you will receive an invitation to a preparation day and we warmly encourage you to come. After attending the preparation day you will need to make an appointment with the priest conducting your marriage to discuss your service and confirm arrangements for the rehearsal.



*Sample text for your Order of Service – you will need to fill in all the sections indicated in square brackets – the layout and appearance is entirely your choice.*

St. Andrew's Church  
Cobham

The Marriage of  
[Man's name]  
and  
[Woman's name]

Date  
Time

**The entrance of the bride**  
[Title and composer of music to be played]

**THE WELCOME  
and opening prayers**

**HYMN**  
[printed in full no need to put the number of the hymn]

**THE DECLARATIONS**

Will you, the families and friends of *N* and *N*,  
support and uphold them in their marriage,  
now and in the years to come?

*All* **We will.**

## **READING(S)**

[print bible reference and name of person reading]

## **[ADDRESS]**

[include if the priest is to give an address and give name of priest]

## **THE MARRIAGE**

### **THE REGISTRATION OF THE MARRIAGE**

During the signing of the Marriage Document the Choir will sing [music/anthem to be played/sung with title and composer]

## **HYMN**

[printed in full no need to put the number of the hymn]

## **THE PRAYERS**

### **THE LORD'S PRAYER**

#### **HYMN**

[printed in full no need to put the number of the hymn]

## **THE BLESSING**

**Recessional Music**  
[title and composer]





**ST ANDREW'S**  
CHURCH • COBHAM  
MUSIC

## Wedding Music

Name of couple: .....

Date of wedding: .....

Time: .....

Choir: Yes / No

Choir Anthem (Optional): .....

Special requests for before the service  
*(if none a selection of music will be played):*

.....  
.....

Bride's Entrance: .....

Hymns: 1).....

2) .....

3) .....

During the signing of the Register: .....

.....

Recessional: .....

Any other information or requests: .....

.....

**Please return the completed form to David Fuge (davidf@sac.church)**

***Please return the completed form to the Director of Music***





*Please return the completed form as noted below*

## **Your wedding flower arrangements**

Bride's name .....

Address.....  
.....

Tel. no...Work .....Home.....Mobile .....

Date of Wedding .....Time.....

Bride's colours .....

\*I would like St. Andrew's to provide one pedestal of flowers. The colours I would like included are

.....

\*I am planning to have flowers in the church for my wedding and confirm that we will leave one pedestal in the church after the wedding.

\*I am not planning to have flowers in the church

*\* Delete as appropriate*

Please complete and return this form at least six weeks before your wedding, together with a cheque for the agreed amount of a pedestal is being provided, to:

Mrs. Mabs Ostley  
Church Gate House  
Downside Bridge Road  
Cobham  
KT11 3EJ

### *Seasonal colours*

Advent – foliage only; Christmas – red; Easter – yellow;  
Whitsun/Pentecost – red; Harvest – all harvest colours



## **Wedding Music notes from David Fuge - Music Ministry Leader (April 2022)**

The musicians at St. Andrew's can perform many different styles of music, as you will have seen at Sunday morning services. They would be very happy to play or sing for your wedding and we would encourage you to use them rather than have pre-recorded music as the "house style" creates an atmosphere unique to your wedding.

Please do come and discuss your thoughts about your music with me after a service on a Sunday morning, or email me with your ideas just so that there are no last minute surprises!

Having done that, please confirm your final choices by email to davidf@sac.church at least **two months** before your wedding so that I have everything in writing and on file and can ensure that everything runs smoothly.

**The Choir** can be available for Saturday weddings, if requested, and the cost is £250. They will lead the hymns/songs and can also sing an anthem/song, usually during the signing of the Marriage Schedule.

If your wedding is on a weekday, I'm afraid that the Choir isn't available as many work or are at school. However, it is sometimes possible to gather together a smaller group of singers or you may wish to find a choir from outside the church. You might also consider a soloist to lead the singing and to sing during the signing of the Marriage Schedule. Please speak to me and I can help you to arrange that.

**The Organist/Director of Music** fee is £150 for weddings. If the wedding is videoed there is also an extra £50 fee to cover copyright and performance royalties.

Entrance and exit music is played on the organ or piano, and below is a list of possible choices. You can listen to most of them on YouTube.

If there is anything that you particularly want which is of special significance to you, either as entrance or exit music, or to be played as guests arrive, please discuss it with me and I'll see whether we can make it work!

### **Suggested music for the entrance of the Bride:**

Bridal March from "Lohengrin" - Wagner  
Trumpet Voluntary (The Prince of Denmark's March) – Clarke  
Trumpet Tune - Purcell  
Air from the "Water Music" – Handel  
Hornpipe from the "Water Music" – Handel  
Arrival of the Queen of Sheba" – Handel  
Minuet from the "Water Music" – Handel  
Overture from "Music for the Royal Fireworks" – Handel  
Finale from "Music for the Royal Fireworks" – Handel  
March from Symphony No. 3 - Saint-Saens  
Grand March from "Aida" – Verdi  
Wedding March from the "Marriage of Figaro" – Mozart  
Trumpet Voluntary - Stanley  
Choral Song – Wesley  
Prelude to a "Te Deum" – Charpentier  
March on a theme by Handel (Final section) – Guilmant  
Rondeau from "Abdelazer" – Purcell  
Grand Choeur Dialogué – Gigout  
Promenade from Pictures at an Exhibition – Mussorgsky  
Canon – Pachelbel

### **Suggested Music for the Recessional:**

Wedding March from "Midsummer Night's Dream" – Mendelssohn  
Toccata from Vth Organ Symphony - Widor  
Trumpet Voluntary – Clarke  
Trumpet Tune – Purcell  
Hornpipe from the "Water Music" – Handel  
Overture from "Music for the Royal Fireworks" – Handel

Finale from “Music for the Royal Fireworks” – Handel  
Arrival of the Queen of Sheba – Handel  
Grand March from “Aida” – Verdi  
Marche Triomphale – Karg Elert  
Wedding March – Suttle  
Prelude to a Te Deum – Charpentier  
Crown Imperial – Walton  
March on a theme by Handel – Guilmant  
Toccata – Dubois  
Grand Choeur – Guilmant  
Sortie – Lefébure–Wély  
Processional – Sumsion  
Grand Choeur Dialogué – Gigout  
Promenade from Pictures at an exhibition – Mussorgsky  
Where’er you walk – Handel

**Some suggestions for music to be sung by the Choir:**

Jesu, joy of man’s desiring – Bach  
Psalm 23 (The Vicar of Dibley) – Goodall  
For the beauty of the earth – Rutter  
Lead me, Lord – Wesley  
All things bright and beautiful – Rutter  
The Lord bless you and keep you – Rutter  
A Gaelic Blessing – Rutter  
All things bright and beautiful – Rutter  
Irish Blessing – Chilcott  
I was glad – Parry (requires extra singers)  
O thou, the central orb – Wood  
Greater love – Ireland  
Let all the world in every corner sing – Vaughan Williams  
Laudate dominum – Mozart (requires soprano soloist)  
Panis angelicus – Franck  
Zadok the Priest – Handel (requires extra singers)  
Ubi caritas – Duruflé  
Hallelujah Chorus from “Messiah” – Handel  
God be in my head – Walford Davies or Rutter  
Rejoice in the Lord always – Purcell  
Blessed be the God and Father – Wesley

If there is anything you want try asking! If we don't have the music though, it is easier for us if you can get hold of it, but do please speak to us first.

**Suggested Hymns** (You will usually need to choose three):

All creatures of our God and King  
Amazing grace (can be done as blues version with piano)  
At the name of Jesus  
Be thou my vision  
Crimond (The Lord's my Shepherd)  
Dear Lord and Father of mankind  
Father, hear the prayer we offer  
Fill thou my life  
Give me joy in my heart  
Glorious things of thee are spoken  
Great is thy faithfulness  
Guide me, O thou great Redeemer  
Immortal, invisible  
I vow to thee my country  
Jerusalem  
Lead us, heavenly Father  
Let all the world in every corner  
Lord of all hopefulness  
Lord, the light of your love (Shine Jesus, shine)  
Love divine (choice of two tunes)  
Love changes everything (piano accompaniment)  
Make me a channel of your peace  
Now thank we all our God  
O Jesus, I have promised  
O Lord my God (How great thou art)  
O perfect love  
O praise ye the Lord  
O worship the King  
Praise my soul  
Praise to the Lord, the Almighty  
The King of love  
There is a Redeemer  
Thine be the glory  
To God be the glory  
We pledge to one another

Please email me with your hymn choices and I will send you the version of the words that we use at St. Andrew's.

**Please do not take hymn words from the internet as they are not always correct.**



## Check list

Met with Assistant for Marriages or Vicar and booked wedding

### *To be done once wedding booked*

Arranged for banns to be read at home parish (if required)

Chosen readings and readers

Decided on bells, choir and video and informed Vicar

Arranged music with Director of Music and sent off music form

Informed Mabs Ostley about your flowers and returned form

Booked in on Marriage Preparation day

Have been advised by Vicar which priest is officiating

### *To be done three months prior to wedding*

Booked preparation meeting with priest officiating

Booked date for wedding rehearsal with priest

Draft order of service approved by priest

### *To be done at least two weeks before wedding*

Obtained banns certificate from home parish and sent to priest (if reqd.)

Paid wedding fees to priest or parish office

