

# Getting Married at St Alban's Church or St Mary's Church



**St Alban's Church,  
Tulip Road**



**St Mary's Church,  
South Stoneham**

## Congratulations

We are really pleased to hear that you are planning to be married and would love to work with you to make sure that your day is great.

At St Alban's Church and St Mary's Church we consider it an enormous privilege to be involved in wedding days and their preparations. Helping to make your day special is a high priority for us and we hope that the enclosed information will be useful and easy to understand. Contact details for the church office and ministers can be found on the last page of this document.

You are very welcome to attend any of our church services, and we will also be praying for you as a couple as you plan for your special day. We hope and pray that all your preparations go really well.

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## Qualifying Connections

### **In order to be able to marry at St Alban's Church or St Mary's Church**

- Either the bride or groom must live within the parish boundary; or
- Either the bride or groom must be on the current Electoral Roll; or
- Either the bride or groom must have a (legally defined) qualifying connection with Swaythling Parish (St Mary's or St Alban's Church).

### **A person has a Qualifying Connection with a parish if that person:**

- was baptised in the parish; or
- had his or her confirmation entered in the church register book of a church or chapel in the parish; or
- has, at any time, had his or her usual place of residence in the parish for at least 6 months; or
- has, at any time, habitually attended public worship in the parish for at least 6 months; or

### **A Parent of that person has, at any time, during that person's lifetime:**

- had his or her usual place of residence in the parish for at least 6 months; or
- habitually attended public worship in the parish for at least 6 months; or

### **A Parent or Grandparent of that person was married in the parish.**

**Please note:** *If you declare a qualifying connection with Swaythling Parish we have the right to ask for proof of evidence for our records so our Vicar is reasonably satisfied that all legalities have been fulfilled.*

## General Information

1. **Eligibility** In order to be able to marry at St Alban's or St Mary's you must have a connection with the Church and these are listed on the earlier page entitled, Qualifying Connections. If you don't already have a connection, you can create a connection simply by attending the church for six months.
2. **What next?** Please fill in and return the booking form as soon as you can. We usually ask you to pay the deposit (of £50) at this stage, to confirm the booking.
3. **Banns or Licence?** Most couples marrying at St Alban's or St Mary's will do so by having their Banns published. This is where the names of those wishing to marry are read out during a Sunday service and the congregation is asked if they know of any reason why the named couple may not marry. Where one of the couple is a foreign national then you have to marry either via a Common Licence for EU nationals or a special Licence for non EU nationals.
4. **Banns** are read at our 10.15 am Sunday service at St Alban's Church for three consecutive weeks, within 3 months of your wedding. Banns are all called at St Alban's church, usually on the first three Sundays of the month preceding the wedding, regardless of where the wedding will be. If you live outside the Parish, you will also need to have your Banns published at the Church(es) of the parish(es) where you are living at that time. This is your responsibility, but we can help you with contact details of your parish if required. We will let you know the dates and times of publication at St Alban's once they are known and to comply with the law we will need to see the Banns certificate(s) issued by any other Church where your Banns have been published.
5. **Marriage Preparation** We invite all who marry at St Alban's or St Mary's to meet with us in preparation for your wedding. We usually invite you to an informal afternoon at the start of the year you are getting married (usually

a Sunday afternoon in February); but if you are not able to attend this, then the Minister conducting your wedding service will arrange to meet you separately.

6. **Come and meet us** If you are not currently a member of St Alban's or St Mary's Church we would love to get to know you better and for you to know us too. We want you to feel at home in the Church you have chosen for your special day. Please join us for one of our regular Sunday services (usually at 8am and 5.30pm at St Mary's, and 10.15am at St Alban's). More information can be found on the notice boards outside either Church, or our website [swaythlingparish.org.uk](http://swaythlingparish.org.uk) or facebook page.
7. **Fees** The current fees are listed later in this document. The main fee is set by the Church of England, but the rest (e.g. bells, organist, service sheets, heating) are only due if you request them. You will be invoiced before your wedding, and the balance of fees should be paid no less than six weeks before your wedding service.
8. **Rehearsal** There will be a rehearsal shortly before your wedding at a time agreed with the Minister. If you were required to have your Banns read in parishes other than St Alban's or St Mary's, you should bring your Banns certificate(s) to this rehearsal if you've not already sent it to the Minister.
9. **Flowers** Flower displays in Church for your wedding may be arranged via a professional florist or family/friend. Please liaise with us to confirm your arrangements.
10. **Confetti and Rose Petals** We regret we have to say no to the scattering of rose petals or confetti inside Church. We are happy for biodegradable confetti to be thrown over the newlyweds while still in the Church grounds, but please note it is against the law to scatter confetti in the street.

11. **Photographs on the Day** We would rather not have flash photography during the service as it can be distracting, but we're very happy for you to have photographs taken at the Church door, during the signing of the registers and the processions in and out. Other photographs may be taken outside the door and in the Church grounds. Should it be raining on the day, we are happy for you to take photos in the Church after the service.
12. **Parking** At St Mary's church there is parking for around ten cars outside the church, an additional four spaces in the bay partway along the drive, and there is an arrangement with the University where for weddings you have permission to park in available free spaces outside Connaught Hall (by the junction with St Mary's Close and Wessex Lane). At St Alban's church, the wedding car would usually pull up directly outside the church, whilst there is plenty of on-street parking nearby for you and your guests.
13. **Changes** While we endeavour to do our best to carry out last minute requests for your wedding we would like you to be aware that this is not always possible. Any changes to your requirements need to be given within as much notice as possible.
14. **Passport Renewal** Just a reminder that if the bride wishes to renew her passport into her married name before the wedding, this may be done in advance via the Passport Office. You can apply for a passport in your new name up to 3 months before your marriage.

## Marriage Preparation

All couples getting married at St Alban's and St Mary's will meet with the vicar or curate, whoever is taking the service, to make all the arrangements including any legal and practical requirements, and to think about your personal preparation for marriage.

The meeting will be informal, offering the opportunity to think about various aspects of marriage and relationships, as well as settling some legal matters. We are required by Law to check your identity, so please bring your Passport or Driving Licence to this meeting.

If you did not pay a deposit when booking your wedding date, then we ask that you bring a deposit of £50 cash or cheque (payable to "Swaythling PCC") with you to this meeting, or you can pay by online transfer (our bank details are on the invoice). If for any reason you need to cancel your Wedding, the deposit will be returned in full, unless banns have already been published, in which case they will have to be paid for.

We can also recommend the Marriage Course, which is often run locally – you can check on this website to see when and where there is a course next running: [www.themarriagecourses.org](http://www.themarriagecourses.org)

## Order of Service

We can send you or show you an example Order of Service, and when you meet with the Minister conducting your service, you can talk through what you would like to be included. The website [www.yourchurchwedding.org](http://www.yourchurchwedding.org) has ideas and guidance about the Service.

We can provide printed Orders of Service sheets for your wedding (cost £40 for up to 80 copies, or £50 for more than 80 copies) or you are welcome to print your own. If we are printing service sheets for you, then we will send you a draft to check before printing.

Below is an example / guideline of what should be included in an Order of Service; you are free to add other things into your service, for example, a poem or extract from a book.

If you are printing your own service sheets, then we request that you please let the Minister conducting the wedding see a draft order of service before it is printed. The Church holds a copyright licence which covers the printing of most songs and hymns, so please include our licence details somewhere on your order of service. It should be written as CCL no. 159376. This can be included after each hymn or just once at a convenient location. You should also include copyright details for any other songs, usually author's name and where the copyright is held.

## Example of Order of Service

Music as Bride enters	Title and composer
Welcome	The minister conducting the service will give a welcome and introduction
Hymn	Words in full and include author and copyright information at the bottom
The Marriage	It is helpful to include here the following extract from the marriage service: <i>The Minister says to the congregation:</i> <i>Will you, the families and friends of N and N support and uphold them in their marriage, now and in the years to come?</i> <i>Response: We will.</i>
Reading	From the Bible
The Address	By the Minister conducting the Service
Hymn	Words in full and include author and copyright information at the bottom
The Prayers	Please print the Lord's Prayer in full
Hymn	Words in full
Signing of Register	You might like to mention any music being played during the signing
Music as couple leave	Title and composer

## Music

Most people have a couple of hymns or songs, and these are your choice. If you are unsure as to what to choose then please discuss options with the minister taking your marriage. You can choose to have an organist to play if you wish.

For the entry of the Bride, you may wish to choose traditional organ music (such as wedding marches by Wagner or Mendelssohn, or music by other composers such as Purcell, Clarke, Widor or Handel ); or you might wish to have something of a more contemporary style, such as a song or a piece of music played from a phone.

## Wedding flowers

If you wish to have flowers in the church for your wedding, you may bring in a florist, or a family member with experience of arranging flowers. Timing of visits and preparation should be arranged with us, and we ask that you please respect the church building by avoiding the use of nails to fix flowers on the porches or pillars, and please do not use sticky tape or blu-tack on the chairs or pews.

## Wedding Fees

Please note, the fees listed below are for weddings taking place during 2023. There is usually a small increase each year in the fees, so for weddings in 2024 or further ahead, we will confirm the fees at the start of that year – they usually only increase by a couple of pounds. Where one of the couple is a foreign national then you may need to marry either via a Common Licence for EU nationals or a special Licence for non EU nationals, so the Banns Fee will not apply, but there is instead a licence fee – we can advise you on this if it applies to you.

You will be invoiced for the fees in advance of your wedding date and payment of the balance should be made at least six weeks before the service. Payment can be by cash, cheque or internet transfer and details will be on your invoice.

### 2023 Wedding Fees -

<b>Reading of Banns</b>	<b>£36</b>
<b>Wedding Fee</b>	<b>£528</b>

<b>Total Minimum Cost of wedding</b>	<b>£564</b>
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### Requirements on the Day

Verger (advised)	£30
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### Optional Fees

Heating (N/A between May- Sep)	£40
Bells	£30
Organist	£85 minimum
Audio assistant (if playing music from phone)	£10
Video Licence Fee (if using professional video)	£35
Service sheets	£40
(up to 80 copies, £50 for over 80 copies)	

## **Deposit and Payment of Balance**

We request a deposit of £50 at the time of booking the wedding, with the balance due 6 weeks before the date of the wedding. Please make cheques payable to “PCC Swaythling” Please write the invoice number/your names on the back of the cheque.

Online payments may be made to the following account, held with Nat West Bank

Account Name: PCC Swaythling /  
Sort code 60 20 44 / Account no 3645 3943

Please use the invoice number or your name as the reference.

Please let us know when you have made the payment by emailing [office@swaythlingparish.org.uk](mailto:office@swaythlingparish.org.uk)

so that we can check we have received it.

## Services at St Alban's or St Mary's

St Alban's and St Mary's Church has a number of different services every Sunday. Each service has its own character and style, but we promise a warm welcome to you at any of them. During school holidays, or on special occasions, some services are different so please check our website for details.

**At 8am at St Mary's Church** we meet for a traditional service of Holy Communion. This service provides an opportunity to begin the day in reflective quiet worship. This service lasts around 45 minutes.

**At 10.15am at St Alban's** we have a family friendly service, which includes Communion. The service lasts about an hour and is followed by coffee/tea.

**At 5.30pm at St Mary's** our "threshold" service is more contemplative and contemporary in style, with a focus on community. It is an informal service where we aim to discover what being followers of Jesus means in real life.

During the week, there are plenty of other activities going on for all ages based at the church, from events such as our Mini Marvels toddler group, and Messy Church (for children and families), to Thursdays Together (with fareshare food and coffees/teas for those in the local community) to social activities, lunches for pensioners, youth activities and more. Please see our website for details of current events and activities.

## Your checklist

### **As soon as possible:**

- Fill in and return the Booking form, and pay deposit of £50 (or bring to wedding prep meeting)

### **When invited:**

- Attend the wedding preparation meeting - you will need to bring ID to confirm your identity. If you are unable to attend, or the date has already passed, you will need to arrange an alternative date to meet the Minister conducting your service.

### **Within 6 months of your wedding:**

- Let us know if you wish to have bells or organist
- Arrange to have Banns published at your parish church(es), if applicable

### **Within 3 months of your wedding:**

- Make sure Banns applications are all in order
- If marrying by Licence, you can apply for this now
- Arrange to meet with the Minister marrying you to talk through the details of the Service
- Send draft of service sheet to Minister marrying you, before printing, or let us know if you would like us to print your Orders of Service

### **Within 6 weeks of your wedding:**

- Pay all fees due

### **Within 3 weeks of your wedding:**

- Notify us of any last-minute changes
- Confirm date and time of rehearsal

## Contacts

### **Administration & general enquiries**

Mrs Laura Hewitt

[office@swaythlingparish.org.uk](mailto:office@swaythlingparish.org.uk)

### **Vicar**

Revd Peter Dockree

023 8055 4231      [peter.dockree@outlook.com](mailto:peter.dockree@outlook.com)

### **Curate**

Revd Daniela Eisentraeger

023 8067 9787      [daniela@swaythlingparish.org.uk](mailto:daniela@swaythlingparish.org.uk)

### **Assistant Clergy**

Revd Bruce Hartnell

023 8090 5420      [bruce.j.hartnell@gmail.com](mailto:bruce.j.hartnell@gmail.com)

### **Our website and facebook page:**

[www.swaythlingparish.org.uk](http://www.swaythlingparish.org.uk)

facebook page:    SwaythlingParish

The addresses of the two churches are:

St Alban's Church, Tulip Road, Southampton, SO16 3BB

St Mary's Church, St Mary's Church Close (off Wessex Lane),  
Southampton, SO18 2ST

Postal Address: Please note, we are not able to receive post at either church,  
so any post should be addressed c/o:

The Vicarage, 357, Burgess Road, Southampton SO16 3BD

