



YOUR CHURCH

WEDDING



Legal and Practical
arrangements
including 2021 Fees



High Street
Harborne
Birmingham B17 9PT
www.stjohnsharborne.org
Charity Registration No. 1132862



st johns harborne



Here are some details that we hope
will be helpful for those
getting married at
St John's Church, Harborne



Please read these carefully and then complete the
enclosed Practical Response Form & Banns Form, giving
details of your requirements, and return the form to the
Church Office as soon as possible but in any event no
later than three months before the wedding

TASK	DATE DONE	DEADLINE
Book date and time of wedding with the Church Office		
Arrange Marriage Preparation Course		
Arrange the calling of Banns in other church(es)		At least 3 months before wedding
Interview with Clergy taking the marriage service		3 months before wedding
Return of Wedding Response Form to Church Office		As soon as possible but no later than 3 months before wedding
Agree music with Worship Pastor		6 weeks before date of wedding
Wedding Rehearsal arranged for		1 month before date of wedding
Hand in Banns of Marriage Certificates		10 days before date of wedding
Settle Wedding Invoice		1 week before date of wedding

ADMINISTRATION	
A Wedding Invoice will be sent to you approximately a month before the wedding and payment is to be made at least 1 week before the wedding day. Please pay either , by cheque: payable to St Johns PCC or by bank transfer to account number 00033165 Sort Code 40 52 40.	
USEFUL CONTACTS:	
Revd Leonard Browne (Vicar) e:leonardbrowne@stjohnsharborne.org	0121 427 4601
Revd Jon Tattersall (Associate Vicar) e: jontattersall@stjohnsharborne.org	0121 427 4601
Steve Foster (Operations Manager) e: stevefoster@stjohnsharborne.org	0121 427 4601
Jon Hudson (Worship Pastor) e: jonhudson@stjohnsharborne.org	0121 439 6400
Josiah English (Resources Supervisor) e: josiahenglish@stjohnsharborne.org	0121 439 6400
Church Office: Sue Mulholland e: suemulholland@stjohnsharborne.org	0121 427 4601
Useful Websites: https://www.yourchurchwedding.org https://www.churchofengland.org/life-events/weddings https://www.achurchnearyou.com	
Local Registry Office: Birmingham Register Office is on Holliday Street, close to the city centre and Mailbox. It's open Monday to Friday, 9am to 4pm (excluding public holidays). Birmingham Register Office Holliday Street Birmingham B1 1TJ Email: register.office@birmingham.gov.uk Telephone: 0121 675 1000 https://www.birmingham.gov.uk/info	

LEGAL REQUIREMENTS:

Documents you'll need:

All couples will need to show the vicar their passport as proof of nationality. The Immigration Act 2014 requires clergy to check the passports, or other suitable documents, of all couples wishing to marry.

- ◆ If you don't have a passport, there are other documents which would be acceptable, so ask your vicar about this.

Commonly Asked Questions

Q Can I get married in St John's Harborne Heath?

Yes, if one of the following applies (Church of England Marriage Measure 2008):

- ◆ One of you lives in the parish up to the time of the wedding.
- ◆ You are a regular attender and on the church's membership list (Electoral Roll).
- ◆ One of you was baptised (christened) in the parish.
- ◆ One of you was confirmed or prepared for confirmation in the parish.
- ◆ One of you has ever lived in the parish for 6 months or more.
- ◆ One of you has at any time regularly attended public worship in the parish church for 6 months or more.
- ◆ **One of your parents** has lived in the parish for 6 months or more in your lifetime.
- ◆ **One of your parents** has regularly attended public worship in the parish church for 6 months or more during your lifetime.
- ◆ One of your parents or grandparents were married in the parish.

In all cases involving church services – i.e., going to normal church services, baptism, confirmation, or marriage – this applies only to Church of England services.

You may also be asked to provide evidence of your connection to the church, such as utility bills which show you live or have lived in the parish, or your parents' marriage certificate if they were married there, for example. Your vicar will guide you on acceptable documents for your particular connection.

If you cannot demonstrate any of the above connections, you could create one, simply by attending your chosen church's usual services at least once a month for six consecutive months. If you decide to do this, leave enough time after your attendance for the banns to be read before your wedding too – about another two months should be enough.

Talk to the Vicar there well in advance to discuss the options open to you.

MARRIAGE PREPARATION

We consider marriage preparation very important and, therefore, ask you to attend a course, if you have not already done so. A special note re divorce: If either of you have been married before to someone who is still living, there is no automatic right to get married in church.

St John's welcomes enquiries regarding the possibility of being married here. Marriage between a man and woman is God's idea, and we would love to help you prepare not just for the day, but for life after your wedding day! Even though we know that sadly, marriages fail for all sorts of reasons, it is because God sees marriage as a life-long commitment, that our normal practice is not to marry those who are divorced and have a former spouse still alive. If this is the case, we would love to meet with you to talk about the possibility of a service of blessing following a civil ceremony, as we believe the forgiving and transforming power of God can be at work in all circumstances.

VIDEO RECORDING	No Fee
<p>If you wish to make a video of the service, please seek permission from the officiating clergyman.</p> <p>NB: If you are using professional musicians and your wedding is being videoed it is usual for musicians to double their fees in accordance with Performers' Rights legislation.</p>	
<p>PARKING FACILITIES:</p>	
<p>The car park has 10 bays and 1 disabled bay. We usually suggest that guests with mobility problems, family and wedding cars know that they can park at the church.</p> <p>If you need further help please feel free to email our Resources Supervisor: josiahenglish@stjohnsharborne.org</p>	
<p>We would ask that NO CONFETTI is used</p>	
<p>AFTER THE SERVICE</p>	
<p>If you plan to have your wedding photographs taken at the church this is usually possible.</p>	
<p>IF YOU WOULD LIKE TO SERVE LIGHT REFRESHMENTS (including tea and coffee) to guests in the Church Halls after the service, this is usually possible.</p> <p>A SEPARATE FEE WILL BE CHARGED FOR THE USE OF BOTH or EITHER OF THE HALLS.</p> <p>PLEASE NOTE THAT THE DETAILS OF THIS WOULD NEED TO BE AGREED BY THE OPERATIONS MANAGER (Steve Foster) IN THE FIRST INSTANCE.</p> <p>You will need to provide your own tea, coffee and light refreshments.</p> <p>Please note that you will be required to provide people to serve, wash up and help put away afterwards.</p> <p>St John's is unable to provide any form of catering service.</p>	

<p>Organist:</p> <p>We no longer have a pipe organ, but an electronic instrument is available to play through the main sound system.</p> <p>If you require an organist for your wedding, we will endeavour to book someone for you.</p>	<p>150.00</p>
<p>PA and VISUAL OPERATORS</p>	
<p>PA Operator</p> <p>We assume you will require the use of the PA equipment (which includes hearing loop facility) and, as such, you will need the services of one of the St John's trained PA Team Operators. In addition to providing the PA, an audio recording can be made of the service.</p> <p>If you wish to make a private arrangement with one of the St Johns' PA Team Operators, this is not a problem, but we would ask you to indicate on the Response Form who this is.</p> <p>We are sorry but it is NOT POSSIBLE to use external PA Operators.</p>	<p>80.00</p>
<p>Visual Projection Operator</p> <p>If you are having any visually projected material during the service, then you will require the services of one of the St John's Visual Projection Team Operators.</p> <p>If you are making a private arrangement with one of the St Johns' Easy Worship Team, please indicate on the form who this is.</p> <p>We are sorry but it is NOT POSSIBLE to use external Visual Projection Operators.</p> <p>NB: If you require us to make arrangements on your behalf for Worship and/or PA and Visual Projection Operators then as much notice as possible is required as all our musicians and operators are volunteers. The gifts/fees for the musicians/operators will be collected by the Church Office through the St John's wedding invoice with the gift/fee being passed on your behalf to the volunteer.</p>	<p>40.00</p>

Q What is the difference between “banns” and “licence”?

BANNS

If both of you hold British passports you will usually be married by banns. These are the announcement in church that the wedding is going to happen. They give people chance to object. It is the legal requirement, and they must be read in the church in which you are going to be married on three successive Sundays within 3 months before the date of the wedding. If one of you is living in another parish, the banns must also be read in the Church of England church in that parish too. We will let you know the name and contact details of your local vicar so you can make arrangements. You can't get married without giving us a certificate that the banns have been called.

It is necessary for the Banns to be read in:

- ◆ **the church of the parish in which the bride resides***
- ◆ **the church of the parish in which the groom resides***
- ◆ **the church at which you are getting married.**

*A certificate is produced from these churches, confirming the Banns have been read in those parishes. You will need to collect this to pass to the officiating minister taking the marriage service or to the Church Office. You will need to pay these churches £46 each for the reading of banns (£31) and the certificate (£15).

You will need to make the necessary arrangements to have the appropriate Banns read in your parish churches.

In order to find out if you live within the parish boundaries for St John's, or to discover in which parish you live, please visit www.achurchnearyou.com.

Please ensure that the Banns Form is completed carefully as the information on it will be used to complete the Marriage Document. Any changes to the information entered (e.g. a change of address) **MUST** be passed on to the Church Office at least one week ahead of the wedding. A certificate will not be required from St John's, as we have the Banns Register in our possession, therefore, only £31 will be charged.

LICENCE – There are some circumstances in which you may need a **Special Licence**, **Common Licence** or a **Marriage Schedule from the Registry Office** to marry in church. Your vicar will let you know if these apply to you.

Marriage licences can help to solve some of these issues, so ask your vicar whether a **Common Licence**, a **Special Licence** or **Superintendent Registrar’s Marriage Schedule** would be appropriate in your case. **You don’t need to have banns read if you are granted any one of these licences.**

If either of you is not a national of the UK or Ireland and doesn’t hold **Settled or Pre-Settled Status** under the **EU Settlement Scheme**, you will need a **Superintendent Registrar’s Marriage Schedule** anyway to be able to marry. The only exception to this is if you have been granted a **Special Licence** by the Archbishop of Canterbury.

When would we need a Common Licence?

Common Licences might be recommended if you already have a legally-recognised connection to the church where you’re getting married but there isn’t enough time for banns. The application process is usually straightforward and the vicar will guide you on this.

A **Common Licence** is needed when one or more of these situations applies to you:-

- ◆ Your wedding date is too soon to allow enough time for banns to be read.
- ◆ One or both of you are British but live abroad.
- ◆ One or both of you live in the UK but your home is not in England or Wales.
- ◆ Your home address is likely to change during the time when banns would normally be read out.

Here are some key facts about **Common Licences**:-

A **Common Licence** replaces the need for banns. If you already have a legally-recognised connection to the church where you’re getting married, a **Common Licence** application is usually straightforward and the vicar will guide you on this.

	£
PAROCHIAL FEES (Statutory Fees)	464.00
MARRIAGE CERTIFICATES – the certificate is no longer issued by churches. See Page 9.	11.00
BANNS	31.00
It is a requirement of the Church of England that a public announcement (reading of the banns) be given of forthcoming marriages (excluding civil marriages). See Page 5 for details.	
USE OF THE CHURCH	350.00
We can arrange the chairs in the church in more than one configuration including a single central aisle - please advise us what you prefer.	
ORGANISTS & WORSHIP BANDS	
Worship Band:	200.00
The majority of church members make their own arrangements with worship team members. This is a private arrangement and no fee will be levied through the Church Office’s Wedding Invoice. However, it would be normal for you to settle any costs and travelling expenses arising out of this private arrangement.	
If you are unable to make your own arrangements and you would like a Worship Band, then it is imperative that you let us know as soon as possible. Any request for the church to arrange a Worship Band will be forwarded on to our Worship Pastor , who will deal with the necessary arrangements. There is a contribution towards the administration together with provision for a gift to each member of the Worship Band .	
(Administration fee of £25/Band Honorarium £175)	

You can each have the details of up to 4 parents included in your marriage registration, by parent we mean your mother, your father, your adoptive parents or your step-parents. Bride and Groom can both include, mother, and stepparents (4 parents, if applicable, in total). Parents may include:

Mother(s), natural, adoptive or step-parent*

Father(s) natural, adoptive or step-parent*

Parent(s), this could be a 2nd female parent or when legal parenthood has been transferred by a parental order*

**a step-parent is a person who is, or who has been married to, or in a civil partnership with one of your parents.*

We will need the full names, and occupation of the parents you wish to include and their relationship to you?

If you are unable to provide the details of parents/step-parents above, you may provide them at any time up to the day of the marriage!

Witnesses : only 2 required by law

Q How do I pay and when?

We will send you an invoice a month before the wedding and expect payment the week before the wedding. You can pay either by cheque: payable to St Johns PCC or by bank transfer to account number 00033165 Sort Code 40 52 40.

Q Do you allow a photographer and video inside the church?

Yes, and there is no additional charge. The person doing the photography, or the video needs to talk to the minister conducting the service to check details and understand what is and is not permitted. It is illegal to video recorded music without an appropriate licence—see top of Page 13.

If you don't have one of the connections with your marrying church, and don't have time before your wedding to create one, applying for a **Special Licence** or **Superintendent Registrar's Marriage Schedule** may be suggested, depending on your circumstances.

The granting of a Common Licence is at the discretion of the church legal official to whom the application is made, so is not necessarily a guaranteed route to marrying in a particular church. Part of the Common Licence application process requires you to swear an oath in person (in England) before a legal official. Couples who live abroad need to bear this in mind when planning a wedding in England.

Common Licences can only be granted for a marriage to take place in a particular church and are only valid for three months. The fee for a Common Licence is around £200.

A Special Licence represents exceptional permission given by the Archbishop of Canterbury to get married in a particular place. It is relatively rare to require one. If you want to marry in a church outside your own parish, and genuinely feel that you have a connection that is not covered by any of the legally-recognised connections, then you may be able to apply for a Special Licence.

Another typical example of a case to apply for a Special Licence is if you'd like to marry in the chapel of a school or college where you used to attend. Because they're not parish churches, a Special Licence is required to make weddings legally possible there.

Talk to the vicar who should be able to help you with the application, which is sent to:

Faculty Office of the Archbishop of Canterbury

1 The Sanctuary,

Westminster

London SW1P 3JT

Tel: 0207 2225381 <http://www.facultyoffice.org.uk/>

The fee for this will be around £325. We want to help you find a way to marry in your preferred church but Special Licences are not automatically granted. Be sure to plan well in advance of your wedding to expand your options.

Some couples will need to apply for a [Superintendent Registrar's Marriage Schedule](#) before their wedding instead of having banns. Read on for an outline of when you might need this, and what to expect when applying for one. The vicar who is taking your wedding should be able to let you know if you need a an SRMS before your wedding can take place, but the list below summarises the main circumstances.

If you do need one, you'll need to allow enough time ahead of the wedding for the application and approval process, (the timings are explained below).

- ◆ Either of you is not a national of the UK or Ireland and doesn't hold Settled or Pre-Settled Status under the EU Settlement Scheme.
- ◆ You are a national of the above countries (or has Settled or Pre-settled Status), but wish to marry in a church with which you have no pre-existing legally-recognised connection, but are able to live in the parish for at least seven days in order to qualify to be married in the parish church (see below).

How do we apply for an SRMS?

- ◆ For UK and Irish nationals and those with Settled or Pre-settled status, before applying, the bride and/or groom must have been resident for the seven clear days within the registration district where they wish to marry immediately before they give Notice at the Register Office of that district. There must not be any gap between the period of residence and giving Notice on the eighth day.
- ◆ For nationals of any other countries who don't have Settled or Pre-settled status, they will need to have been resident for seven clear days in any registration district in England and can give Notice at the Register Office there.
- ◆ You will need to make an appointment in advance to give Notice at a Register Office, but you may be able to obtain the paperwork you'll need for the SRMS application beforehand. Each Register Office will usually have its own website explaining the procedures in greater detail.

After receiving your application, the Registrar enters the details in a book which is open to public inspection and also displays a

notice for 28 days* at the Register Office. If no legal reasons to delay or prevent the marriage going ahead are shown within that time, an SRMS can be issued. (if there is a reason to extend that notice, the Registrar would contact you).

Once issued, an SRMS permits you to be married in the church named on the SRMS at any time up to 12 months from the date on which you gave Notice.

Important note: The vicar of the church where you want to marry has discretion on whether or not to accept an SRMS. If you think that this route is necessary for you, and you haven't yet contacted a vicar about your wedding, you should do this first before applying for an SRMS.

*Depending on your current Immigration Status, Registrars have the right to extend the Notice period up to 70 days while they investigate the circumstances of an intended marriage. This extension allows the Home Office time to investigate whether a couple may be attempting to enter a sham marriage.

Q How much will the wedding cost?

The fees are set by the Central Church authorities and our PCC and go towards the church upkeep and ministerial fees. The fees vary for each church and there will be a small increase in fees each year. For the fees for the current year, see Pages 11 –14. Please note that the fees for a licence are paid directly to the Registrar, and we do not charge fees for banns if a licence is issued!

Q Do I need to get a separate Wedding Certificate from the Local Registry Office or GRO?

Yes, the cost is £11 for each Certificate, paid directly to the Registry Office. After the Marriage Service we will send the Marriage Document to the Local Registry Office in Birmingham. Once they receive it and register it online (within 7 days of receipt), you can then apply for the certificate.

Q What is the MARRIAGE DOCUMENT?

The Marriage Document replaces the Register. You are now able to add up to 4 parents each on the Marriage Document