

Space for your own notes



HOLY TRINITY CHURCH,
KNAPHILL
AND
ST SAVIOUR'S CHURCH,
BROOKWOOD

IN THE PARISH OF
KNAPHILL WITH BROOKWOOD



Welcome

Thank you for coming to see us about booking your wedding. We know you are looking forward to the day and we share your excitement and want to make it special and just right for you. This leaflet is intended to help you in your preparations so please keep it safe for future reference and read it carefully. It contains all kinds of information which you should find helpful in planning your wedding day including things like:

1. Fees and when to pay them
2. Arrangements for banns
3. Marriage preparation
4. Your service
5. Other useful information
 - a Flowers
 - b Photographs, video recordings
 - c Confetti
 - d Your wedding rehearsal

We will be happy to answer any of your questions or queries which this leaflet doesn't cover, so don't be afraid to ask.



5 Other useful information

Flowers - Our flower secretary at Holy Trinity is Mrs Cathy Hayes-Allen, telephone 01483 824160 and at St Saviour's it is Mrs Jean Gable 01483 829934. All arrangements about flowers must be discussed with them as they know what vases etc. are available and what flowers are already planned as part of the weekly arrangement.

It is fine for a relative, friend, or outside organisation to do the flowers but **please do not make arrangements until you have spoken to Mrs Hayes-Allen or Mrs Gable**. Also Mrs Cathy Hayes-Allen may be willing to do flowers in Holy Trinity Church for your wedding, if required.

Photography and video recording - the taking of photographs is not permitted during the ceremony. The official photographer may take a non-flash picture from the back of Church at the beginning of the service.

If you wish to have a video, the person taking it **cannot wander about during the service but will stand where directed by the minister**. Where there is a video the service is governed by copyright and you will be asked to sign an indemnity form.

Confetti - is allowed, provided that it is used **away from the Church doors** and not in the area of the church porch.

Wedding rehearsal - the minister who is taking your service will arrange with you to come to the Church for a rehearsal during the week before the wedding. If they can, the following should attend: Bride and Groom; Bride's Father; Best Man; Bridesmaids.

If you have any queries, or difficulties, contact:

Rev Nick Grew Vicar 01483 473489
or Jo in the Church Office on 01483 473489

3 Marriage Preparation

We take Christian Marriage both joyfully and seriously at Holy Trinity and St Saviour's and we expect all couples who are intending to be married to come to some preparation meetings.

You will receive a letter about three or four months before your wedding day, inviting you to attend these meetings. They will normally be in the evening, possibly with other couples present who are also planning to be married.

These meetings will be relaxed, informal times, talking about the contents and meanings in a wedding service and looking forward to what a healthy marriage is like. Most couples are quite nervous before they come, but find the sessions both useful and good fun!



4 Your service

The letter you will receive about marriage preparation will also tell you who will be taking your service and will confirm the date & time you have set. Please make sure you confirm you can come or, if necessary, negotiate an alternative date.

At the second session the minister conducting your marriage will set a date to meet and talk through all the practicalities and contents of your particular wedding. If you want to meet before that date, please contact him to make arrangements.

There are a number of things we will want to discuss with you at that appointment. Begin to think about them now:

- a) Whether to have the traditional bridal/wedding marches for coming in & out of Church, or something different.
- b) Whether to have two or three hymns (or more!).
- c) Music you would like during the signing of the register (nb we have CD/Tape players within our sound systems)
- d) Whether to have your own printed order of service or use the Church hymn books - you should note that you are normally responsible for copyright requirements on reprinting of hymn words. A reputable printer will arrange this for you. If you are not very sure about what hymns to choose, here are some suggestions:

Jesus I Have Promised	Be Thou My Vision, O Lord Of My Heart
Seek Ye First The Kingdom Of God	Lord Of All Hopefulness
Morning Has Broken	Praise My Soul The King Of Heaven
The Lord's My Shepherd	The King Of Love My Shepherd Is
At The Name Of Jesus	Praise To The Lord The Almighty
All Things Bright And Beautiful	Lead Us Heavenly Father, Lead Us
Make Me A Channel Of Your Peace	Love Divine, All Loves Excelling

- e) Whether or not you wish to use the vows in which the groom promises to 'worship' & the bride to 'obey' or prefer to use vows without these words. We will spend some time talking about this at your Marriage Preparation.
- f) A reading from the Bible and any other readings.

Whatever you choose, please especially note the following:-

A typical order of service for a wedding is:

- | | | | |
|-----|----------|------|------------------|
| i | hymn | vi | (hymn) |
| ii | marriage | vii | prayers |
| iii | hymn | viii | hymn |
| iv | reading | ix | signing register |
| v | address | | |

We will let you know who is organist for your wedding. We expect you to contact the organist directly to discuss all music, including anything special you may want, at least six weeks prior to the wedding. Separate fees may be payable for special music and rehearsals.

Please finalise the whole service with us, before you go to print.

We want to try & ensure that you have
a happy day & a good marriage.



1 Your wedding details and fees

Your wedding booking details are as follows

Date _____ Time _____

Church _____ Minister _____

The fee for your wedding at current rates is £ _____

This includes the minister's fee, use of the Church, calling banns, registration and certificate, organ, copyright for Video (if required) and heating.

The fees increase slightly each January and so will probably be higher if your wedding is taking place during the next calendar year. The exact figure will be made clear when you meet with the minister.

A non-returnable deposit of £20 (preferably by cheque made out to **Holy Trinity Church, Knaphill**) is payable now. Please pay the balance of the fees due **at your wedding rehearsal**. It helps us if the fees to Organist and Verger are given in cash, and the balance for the church either in cash or as a cheque made out to **Holy Trinity Church, Knaphill**.

2 Banns

Your banns will normally be read in this parish, at both the 9.30am & 11.15am services in Holy Trinity/or the 10.30am service at St Saviour's Church on...

_____ / _____ / _____

We very much hope that you will be in Church on at least one if not all, of these occasions.

If either of you live in another parish, you will normally need to see the Vicar/Rector/Priest in charge of that parish, to have your banns read in that Church too.

IT IS YOUR RESPONSIBILITY TO ARRANGE
THIS, WITHOUT A VALID BANNING
CERTIFICATE WE WILL BE UNABLE TO
MARRY YOU.

Please bring your
banns certificate to
your rehearsal.