



THE CHURCH OF THE SACRED HEART

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Sacred Heart Presbytery
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WEDDINGS AT SACRED HEART WIMBLEDON

The Archbishop requires that a couple must give at least six months notice of their intention to marry in the church. This is to allow time for the necessary paperwork and preparation.

Couples are required to complete a small form giving the details of their proposed marriage. This can be done either in the office or over the phone. We hope soon to have the forms available for downloading from our website.

When completed the proposed date for the wedding should be entered in the Parish diary in pencil and the word 'entered' added to the form. The forms should be left in Canon John's pigeon hole. He or one of the clergy, will then contact the couple and arrange to meet with them.

Civil Registration:

The couple have to attend the local registry office to give notice of their intention to marry. If they live at separate addresses in different registration districts they will have to attend their local office. After three weeks the registry office will issue them with their certificates that allows the marriage to take place in the church. The certificates are valid for one year. It is recommended to apply for the certificates six or nine months prior to the wedding. There can be no wedding without the certificates!

When registering the wedding there is a £30 administration fee charged. A further £100 is paid to the registrar at the church usually at the rehearsal, which is attended, by the registrar.

When the couple receive their certificates they should give them to the registrar at the Sacred Heart Church, for safe keeping.

Marrying outside of the home parish:

If the couple live outside the boundaries of the sacred Heart Parish they must get the written consent of the parish priest of the parish in which they live. Only then are we able to agree to conducting the wedding in the Sacred Heart church.

There is a supplementary fee for marriages from outside of the parish of £200, a contribution to the upkeep of the church. Those who live in the parish or whose families live in the parish and support the church by their weekly offerings are eligible to marry in the church without paying this supplement.

The Principal Celebrant:

Whether the couple live in the parish or not a member of the clergy team will work with them as they prepare for the wedding. That priest will preside at the wedding ceremony. If the couple would like another priest to attend the wedding they would be very welcome to con-celebrate and take an active part in the ceremony. The priest of the parish will be the principal celebrant unless the visiting priest is a family member - when they would be welcome to be the Principal Celebrant.

Immediate Preparation:

The immediate preparation will involve two or three meetings with the priest who will conduct the ceremony. During these meetings the necessary paperwork will be completed, certificates sought and where necessary dispensations applied for. The couple will have time to plan the ceremony in detail with the priest. There will also be a rehearsal for the wedding at a date and time suitable to the couple.

To help the couple prepare for the marriage the parish provides a preparation day and encourages couples to participate. The priest will give details of this day.

Music:

To arrange the music for the wedding it is necessary for the couple to contact the Director of Music for the parish, Mr Robert Rathbone . His telephone number is 01372 841442 and his email address is robert.rathbone@mac.com . He will advise couples on their choice of music for the wedding. He is also able to arrange soloists and choir should they be required. Couples should look at the 'Music for Weddings' link on the Sacred Heart Parish Music website. sacredheartmusic.co.uk . The revised fees are listed at the end of this paper.

Flowers:

The Parish Flower Group provides flowers for the church. For weddings they provide two arrangements in the sanctuary, one by the Lady statue and other than Advent and Lent two arrangements at the entrance to the church. They have a recommended fee of £300 which covers the cost of the flowers. For further details contact Mrs Turner on 020 8542 4778.

Confetti:

We ask that confetti is not used in the church or grounds. This causes extra work for those staff responsible for the Church grounds.

Photographs:

The official photographer should see the celebrant before the start of the wedding to clarify what is best practice. Video recording is permitted to accredited video photographers who have the necessary licences to record copyright music. Please note there is a supplementary charge for musicians to be recorded - see sacredheartmusic.co.uk for details. We do encourage family members and guests not to take photographs or videos during the service.

Marriages abroad:

Couples living in this parish who wish to marry outside of the diocese or of the country, should contact one of the priests who will prepare the paperwork with them and forward the documents through the diocesan chancery to the parish where the marriage is to take place. In some countries it is only able to secure delivery of these documents by use of a courier service. When that is necessary the diocese will change the couple for this service it costs on average £50.

Wedding costs at the Sacred Heart Parish:

Music:	Organist only:	£140
	Organist + one soloist:	£270
	Organist with approved guest singer:	£160
	Organist + choir	£550
	Organist + choir + soloist	£570
	Organist + choir +Choir director (Video recording fees extra)	£720
Registrar	Rehearsal + Ceremony	£100
Flowers	5 arrangements	£300
Church	Out of parish supplement	at your discretion
Clergy	Discretionary Contribution	£150
Prep	Marriage Preparation Course	£ 30

The parish priest has the discretion to alter the fees in the event of financial hardship.

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