



THE CHURCH OF THE SACRED HEART

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Sacred Heart Presbytery
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WEDDINGS AT SACRED HEART WIMBLEDON

The Sacred Heart Church provides a very beautiful setting and good facilities for those wishing to be married according to the rites of the Roman Catholic Church. If you live outside the parish boundaries, then you must obtain the written consent of the parish priest where you live. You should not fix any other dates for the day until the ceremony date has been agreed with the parish.

WHERE TO BEGIN

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

You are asked to fill in a form giving the details of your proposed marriage. This can be done either on line, in the office or over the phone. When completed the proposed date for the wedding will be entered in the Parish diary in pencil and the word 'entered' added to the form. The form should be left for the parish priest, Canon John Clark. He or one of the clergy will then contact you and arrange to meet.

CIVIL REGISTRATION

You must attend the local registry office to give notice of your intention to marry. If you live at addresses in different registration districts each of you will have to attend your local office. After three weeks the registry office(s) will issue you with certificates that allow the marriage to take place in the church. The certificates are valid for one year. You are 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 £130 is paid to the registrar at the church usually at the rehearsal, which is attended, by the registrar.

When you each receive your certificates, you are recommended to pass them to the registrar, care of the Sacred Heart Church, for safe keeping.

MARRYING OUTSIDE OF YOUR HOME PARISH

If you live outside the boundaries of the Sacred Heart Parish you must get the written consent of the parish priest of the parish where you 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.

WHO WILL CONDUCT THE WEDDING?

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

PREPARATION

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. You will have time to plan the ceremony in detail with the priest. There will also be a rehearsal for the wedding at a mutually agreed date and time.

You will be expected to attend a marriage preparation course arranged through the diocese. The priest will give you further information but details of planned course can be found at http://www.rcsouthwark.co.uk/marriage_prep_courses.html

MUSIC

We are fortunate in being able to offer exceptional facilities for wedding music. There is a magnificent historic Walker organ and a Steinway concert piano.

All arrangements for music for your wedding are made through the Director of Music, Robert (Bob) Rathbone .

Telephone 01372 841442

Email robert.rathbone@mac.com .

Bob will be happy to advise you on your choice of music. He is also able to arrange soloists and choir if required. It is important that you look at the 'Weddings' link on the Sacred Heart Parish Music website www.sacredheartmusic.co.uk to understand the booking and fee arrangements.

FLOWERS

The Parish Flower Group provides flowers for the church, including 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. For full details please visit the [Flower Group page](#). (Parish Community /Supporting the Liturgy)

TV STREAMING

The church has an in-house camera which can be activated to film and record your wedding. The camera is fixed and shows the altar and front two rows of pews. We request a donation of £100 towards the running costs of this facility. You will be provided with a link to send to those who are unable to attend the wedding so that they can watch the ceremony live.

PHOTOGRAPHS

The official photographer should see the celebrant before the start of the wedding to clarify what is permitted. Video recording is permitted to accredited video photographers who have the necessary licenses 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.

SERVICE CHARGES FOR WEDDINGS AT THE SACRED HEART PARISH

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| 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 | £720 |
| | (Video recording fees extra) Fees for the above services are payable direct to the organist and choral performers | |
| | Marriage Preparation Course | £ 30 |
| Registrar | Rehearsal + Ceremony | £130 |
| | SUGGESTED SERVICE DONATIONS | |
| Flowers | 5 arrangements | £300 |
| Church | Out of parish supplement | £200 |
| Clergy | Discretionary Contribution | £150 |
| Filming | Steaming of service | £100 |

CONFETTI

Confetti must not be thrown in the church or the church grounds. Please make this known to your guests. This causes extra work for those staff responsible for the Church grounds and may result in an additional charge for clearing.

RECEPTION FACILITIES

The parish has a suite of halls available for hire. The Upper Hall is a very suitable venue for a wedding reception for up to 200 guests; the Parish Lounge is a very comfortable space for up to 60 guests. For details see:

https://www.sacredheartwimbledon.org.uk/Groups/284757/Parish_Halls.aspx

You can arrange your own reception using caterers of your choosing.

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 charge the couple for this service it costs on average £50.

October 2020