

ST ANDREW'S EATON WEDDING INFORMATION



**St Andrew's
EATON, NORWICH**

**Eaton Parishes Office
41 Church Lane
Eaton
Norwich NR4 6NW**

**Tel: 01603 473646
Email: office@eatonparish.com
Vicar: The Rev Phil Rodd
Parish Administrator: Claire Canning**

AUGUST 2009

CONGRATULATIONS!

We're delighted that you're planning to get married! St Andrew's is a wonderful venue for a wedding service, and we hope these notes help you with the planning and arranging of your wedding at St Andrew's.

1. VENUE

St Andrew's can offer two venues for the service: the ancient (medieval) part of the church - intimate and atmospheric seating around 80; and the new extension - airy and uplifting, with space for over 220. If you haven't been to services before, do come along to see the church being used. Sunday services are at the following times:

8 a.m. (old church) Holy Communion

10 a.m. (new church)

Family Communion (1st, 3rd, 5th Sundays)

Family Service (2nd Sunday)

Service of the Word (4th Sunday)

6.30 p.m. Informal Evening Service (1st Sunday)

2. BOOKING

For preliminary arrangements about booking a time and date for your wedding, please contact the Parish Office at St Andrew's Church Hall where you can get the relevant forms and check that you are eligible to marry at St Andrew's Church. **Your booking is not confirmed until a completed banns form has been received and you have written confirmation from the office.**

2. ORGANIST

Please contact the Director of Music at St Andrew's, Margaret Smith, about the music at least four months before your wedding:

Tel: 01603 453010

Email: margarethjsmith@btinternet.com

3. WEDDING AND REHEARSAL ARRANGEMENTS

Please contact the office about three or four weeks before the big day to check who is officiating at your wedding and when the rehearsal is if you do not already know. The minister will normally contact you to confirm the date and time of any meetings and rehearsals - but please see below under Marriage Preparation. The rehearsal is normally at 7.30 p.m. in church on the Thursday before the wedding, but this needs to be confirmed with the minister taking the wedding.

4. FLOWERS

We can offer an exceptional service in this area. Please contact Jenny Whitehouse (tel: 01603 455386), our lead flower arranger as soon as possible. It would be greatly appreciated if the flowers in the church could be left for the following Sunday services after your wedding.

5. CONFETTI

Please use rice, rose petals or other biodegradable confetti. Please throw it away from the church doors. No foil or other shiny material!

6. CAR PARKING

There is some parking available around the church hall. Alternatively, Waitrose car park may also be used. Please do stress to your guests that they should not block the road, nor any houses near the church.

7. MARRIAGE PREPARATION

Your wedding is only the first day of your married life, and we want to make sure that you are as prepared as you can be for all that will follow! So we'll be arranging at least two meetings with the minister who is taking your wedding. The first is usually to discuss general issues about getting married; the last meeting is a rehearsal which takes place at St Andrew's. It is usually on the Thursday immediately before the wedding at 7.30 p.m. We may also be able to offer more detailed courses about getting married and married life.

8. PHOTOGRAPHS, VIDEO AND RECORDINGS

We do not allow photography by the congregation during the wedding service, except discretely by your professional photographer without flash, but guests are welcome to take pictures immediately after the service, as the bride and groom process down the aisle. If you wish to video or record the service, please discuss this with us. There is an additional fee for video (see Church Fees below) and we need to check copyright issues.

9. READING THE BANNES

Your banns will normally be read at the 10 a.m. service at St Andrew's two full months prior to your wedding date, on the first three Sundays of the month (e.g. on the first three Sundays of June if wedding is in August, on the first three Sundays in July if it is in September).

IF YOU HAVE PREFERRED DATES FOR THE READING OF YOUR BANNES PLEASE ADVISE THE PARISH ADMINISTRATOR. These dates should be on consecutive Sundays, should not be longer than three months before the wedding, and normally not closer than six weeks.

Please note that if either or both of those being married live in another parish, you will also have to arrange for your banns to be called there. The banns certificate, in order to show the banns have been called, should be sent to us as soon as you receive it. If you are uncertain regarding any aspect of the banns process please contact the Parish Administrator.

Note: Our Parish Administrator, Claire Canning, will normally contact you three months before your wedding date regarding the completion of a Banns of Marriage Application. Queries can be addressed to her via the office (41 Church Lane, Norwich NR4 6NW; tel: 01603 473646; email: office@eatonparish.com).

10. CHURCH FEES (2009)

Wedding Service	£254
Banns	£22
Wedding Certificate (given in the service)	£3.50
Heating	£65

Note: During the winter months (October - March) there is normally an extra charge of £65 to cover the cost of heating the church.

THESE FEES SHOULD BE INCLUDED IN ANY PAYMENT WHICH SHOULD BE MADE BY CHEQUE PAYABLE TO 'ST ANDREW'S EATON PCC' AND SENT TO THE PARISHES OFFICE BEFORE YOUR BANNES ARE DUE TO BE CALLED.

Other fees payable would normally include the following:

Verger	£30
Organist	£75
Video recording authorisation (optional)	£40

Please pay in cash any fees due re the verger, organist, video (with some smaller notes) because the money has to be divided up between them.

PAYMENT IN CASH FOR MUSIC AND VERGER IS NORMALLY MADE AT THE REHEARSAL BEFORE THE WEDDING.

PLEASE USE LABELLED ENVELOPES FOR EACH SEPARATE FEE.