

Vicar: The Rev'd Dr Patrick Richmond

Administrator: Ruth Thorp

Parishes Office

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Christ Church Eaton

2023 WEDDING INFORMATION FOR CHRIST CHURCH, EATON

We hope these notes will help you in planning your wedding at Christ Church.

HOW TO BOOK

Normally, the first step is to speak to Patrick, the vicar. He will help you fill in the Welcome Form, discuss matters arising from this, and discuss dates and times with you.

The Parish Office at St Andrew's Church Hall (address above) can provide information sheets, which are also available from <https://christchurch-eaton.org.uk/weddings/>

It is possible to check whether there are any weddings or other events already planned in Christ Church on the Events Calendar at <https://christchurch-eaton.org.uk/whats-on/event-diary/> and the Parishes Office can help you check. We normally allow at least 30 minutes before a wedding, 45 minutes for the wedding and 45 minutes after that, so it is often possible to host more than one wedding on a day.

To avoid misunderstandings, **your wedding is *not* confirmed until the completed Welcome Form and the banns fee (£34 in 2023) has been received by the office and you have written confirmation.** The Office usually writes at the beginning of the year of your wedding, after fees are updated for that year. We will not give your unconfirmed times entered on the online events calendar to anyone else without your consent before that. You can seek confirmation earlier if necessary.

MEETINGS AND PREPARATION

You will normally meet with the vicar or the priest taking your wedding to discuss general issues and fill in forms at a date and time by mutual arrangement, as above.

We also offer *Loving for Life*, a marriage enrichment day, with a free lunch, from 10.50am-3.00pm. (Please don't come earlier than 10.30am, when handouts are given and drinks will be served). This is followed by a special meeting looking at the meaning of the marriage service and musical options with the Vicar, the Organist and other couples marrying this year, after *Loving for Life*, from 3.15pm to 5.00pm. **This is at St Andrew's Church Hall NR4 6NW and is normally booked on the first Saturday of March.** If numbers are low or other conditions like weather or pandemic require, it may be necessary to cancel.

ORGANIST, MUSIC AND CHOIR

Matt Wright, our organist, is responsible for all music in the church, including our choir. With Matt's permission it is possible for you to play mp3 music files in church. It is also possible to book our choir for your wedding. They would normally sing an anthem during the signing of the registers as well as supporting the singing of the congregation in the hymns. Please see the separate sheets about music and hymns at <https://christchurch-eaton.org.uk/weddings/>

Please contact the organist about all your musical requests at least 4 months before your wedding:

Mr Matthew Wright

17 St Anne's Road

Framingham Earl

Norwich

NR14 7TH

email: organist@christchurch-eaton.org.uk

FLOWERS

There are usually flowers in church except in Advent and Lent. You may wish to arrange your own flowers or engage a florist. Please complete the form about flowers the Office will send. If there are church flower arrangements still in position, please move them out of view in the windowsills near the kitchen cupboard in church. Please do not throw them away.

Since there is limited time to put in fresh flowers for the Sunday services when there are Friday and Saturday Weddings it **would be greatly appreciated if you could please leave some flowers in the church for the Sunday services**, except in Advent and Lent when no flowers are needed.

READING THE BANNS

Normally people marry in church by banns, which are announcements of your intention to marry. These will be read out to the main congregation at Christ Church at the 10am service, and we will pray for you. It would be great if you can be here for a reading of your Banns.

Please note that if either or both of you live in another parish, you need to arrange for banns to be called in the other parish(es) *as well*.

In **2023**, the reading of Banns at the other parish will cost an **additional £34** and the banns certificate to show that they have been called will cost **£17**, both paid to the parish in which those banns are read. The Banns will need to be read in your home parish (if it is not Christ Church, Eaton) on **three Sundays before the wedding** and the banns certificate should then be sent to our office as soon as it is received. **Please get it to the Office two weeks before the wedding at the very latest. You cannot be married without it. Please do not leave it too late!**

If you are at all uncertain about *any* aspect of the banns process or fees, please contact Mrs Ruth Thorp, Parishes Office, 41 Church Lane, Norwich NR4 6NW (Tel 01603 473646, office@eatonchurches.org.uk). The Office will normally contact you three months before your wedding date about the Banns of Marriage.

Your banns will normally be read at the 10am service at Christ Church, 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 your wedding is in August).

If you want different dates for the reading of your banns, please contact the Office. These dates should be consecutive, cannot be more than 3 months before the wedding and, normally, not less than 6 weeks before it, please.

REHEARSAL ARRANGEMENTS

Please contact the office about four weeks before the big day to check who is officiating at your wedding if you are unsure, though normally you will know long before this. The rehearsal is usually in the evening in church on the Thursday before the wedding, but please confirm this with the vicar or priest taking your wedding. It usually takes around an hour. Earlier times may be possible. The officiating priest will normally contact you to confirm the date and time of any meetings and the rehearsal.

The rehearsal takes place at Christ Church and ‘walks through’ your service, discussing practicalities. You can find a description of what happens at the rehearsal [here](#)

Please bring your orders of service to the rehearsal so that everyone there can have one.

CAR PARKING

We reserve space for the Bride’s car to park at the front of Christ Church and there are a few private spaces opposite the church porch. Church Avenue, the road around the church, easily becomes congested. **Please stress to your guests that they should not block the road, nor any entrances. Please do not park on grass verges nor move stones (which are to protect verges).** Please encourage guests to park in one of the nearby roads. Please ask larger vehicles like buses to drop passengers off and then park elsewhere, e.g. on Christchurch Road, with engines off. When they pick up, they should arrive just as the party are ready to leave and not park with engines idling or block the drives or roads round the church. Christchurch Road has parking restrictions 8am-630pm Monday-Saturday, but it is possible to park in some spaces for two hours even while restrictions apply, and parking is also possible in nearby roads.

PHOTOGRAPHS, VIDEO AND RECORDINGS

We allow photos by your professional photographer without flash during the service and with flash for the signing of the wedding document. Guests are welcome to take photos with flash of the entrance of the bride and at the end as the bride and groom process out down the aisle. If you wish to video or record the service professionally (rather than with something like a phone), the organist will charge a fee.

CONFETTI

Please use rice, rose petals or other **biodegradable** confetti. Please do not throw it anywhere near the church doors to avoid it blowing into the building.

WHAT WILL IT ALL COST IN 2023?

If you are struggling to afford a church wedding, or finding yourself in financial difficulties, please discuss this with Patrick the vicar, as we might be able to help.

Marriage Service £505

This basic legal fee includes the church, vicar, a verger, lighting and administration. This required fee has ancient origins and ensures your church can maintain essential services like weddings, christenings, funerals and all kinds of other ministries for you and the community.

Publication of banns at Christ Church £34

Banns are necessary unless you are marrying by licence. **Please remember that if either or both of you live in another parish, you must arrange for banns to be called in the other parish(es) as well.** We can advise you on how to contact your local parish(es). In 2022, the reading of Banns at another parish will cost an additional £34 and the banns certificate to prove that they have been called will cost £17, both paid to the parish in which those banns are read.

Heating Charge £85

Required from October to April. Heating is optional at other times, but you must confirm you want it and pay *before* the day of your wedding.

Optional Fees

Since 4th May 2021, all legal wedding certificates are available only from the Register Office, not the church.

Livestream Zoom and record service £50

We have video cameras and microphones in church to broadcast the service by Zoom and even to hear people on Zoom in church. We will also give you a link to a Zoom recording.

It is possible to pay for the organist, choir or use of the organ and to play recorded music. The organist has rights to the organ and may charge for someone else to use it.

The organist will also charge an extra fee if you want to make a formal video or audio recording of his playing. This applies to a Zoom recording made by the church.

Please consult Matt Wright about musical requests, using the contact details above.

The office will send a checklist of what you want and prices with the confirmation letter and will then send you an invoice with the payment details.

As above, please discuss any financial issues with Patrick the Vicar so that we can see if we can help.

If you would like to offer an extra donation towards the upkeep and work of the church we would be delighted but there is no expectation. You can find information on giving at <https://christchurch-eaton.org.uk/about-us/giving/> and on our Friends of Christ Church group at <https://christchurch-eaton.org.uk/about-us/friends/>

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