

WELCOME TO YOUR WEDDING AT ST PETER'S

INFORMATION SHEET

ST·PETER'S·CHURCH



WESTHAMPNETT

Registered Charity No: 1191476

1. Booking

At St Peter's we are very happy to welcome requests from couples who would like to be married, including those whose previous marriages have been dissolved. Please contact me, The Revd Rachel Hawes, the Associate Rector, (m: 07768875590, email: rachel.hawes@outlook.com).

As a guide, I would normally offer two preparation meetings during the three months prior to your wedding, and a rehearsal just before the wedding day, but do feel free to contact me at any time if you have questions or concerns.

2. Information online

The Church of England website is a useful source of information:

<https://www.churchofengland.org/life-events/weddings>

3. Fees

Statutory Fees for 2026

Marriage Service	£ 566.00
Publication of Banns	£ 39.00
Total	£ 605.00

Note : If you do not live in St Peter's Parish your Banns will also have to be read in the Parish where you live, in which case there will be additional fees as follows:

Publication of Banns	£ 39.00
Banns Certificate	£ 20.00
Total	£ 59.00

Extras

Verger	£ 50.00
Organist (optional)	£ 100.00
Soloist (optional)	£ 150.00 [<i>Travel expenses may also be charged</i>]
Bells (optional)	£ 15.00
Total	£ 315.00

Note: In addition, we may charge £20.00 for Heating from October to March inclusive.

NOTE:

- a. **Statutory Fees:** These are prescribed by law under the Parochial Fees Order 2024. They increase each year in line with the Consumer Price Index. The Church is obliged to charge them.
- b. **Vergers:** The Verger is responsible for overseeing the practical arrangements on the day and is essential to the smooth running of the service. This is an extra fee which we will charge for all weddings. Fees for the Organist, Soloist and/or Bells are optional, depending on whether you require them.
- c. **Videoing the service:** Musicians may increase their fee if the service is videoed.
- d. **Wedding Blessings:** Sometimes couples who have already been married (eg in a civil ceremony) ask for a wedding blessing. The fees for this will depend on the size of the event. If a ceremony identical in scale to a wedding is requested, the fees will be that proportion of the current Statutory Fee for a wedding which the Parish is entitled to retain (currently £309). For smaller services, including those where the couple were originally married at St Peter's, the fee will be £100 or less at the Vicar's discretion.
- e. **Payment:** This can be made by electronic transfer ("BACS") or by cheque.

4. Legal Requirements

To be able to marry at St Peter's you must have a 'qualifying connection' with the Parish under the Marriage Measure 2008 which provides that:

A person has a qualifying connection with a parish if—

(a) that person was baptised in that parish (unless the baptism took place in a combined rite which included baptism and confirmation) or is a person whose confirmation has been entered in the register book of confirmation for any church or chapel in that parish;

(b) that person has at any time had his or her usual place of residence in that parish for a period of not less than six months;

(c) that person has at any time habitually attended public worship in that parish for a period of not less than six months;

(d) a parent of that person has during the lifetime of that person had his or her usual place of residence in that parish for a period of not less than six months or habitually attended public worship in that parish for that period; or

(e) a parent or grandparent of that person has been married in that parish.

I will be able to advise you on which of the conditions above is relevant to you.

Banns

When booking the wedding, you will be required to complete a Banns of Marriage form. Banns are an announcement in church of your intention to marry and a chance for anyone to put forward a reason why the marriage may not lawfully take place.

Banns need to be read in the church in the parish where each of you lives, as well as the church in which you are to be married, if that is somewhere else. To find the parish church for the parish where you live go to <https://www.achurchnearyou.com/> and enter your postcode. Where banns are read in the parish where you live, the minister will issue you with a Banns Certificate to prove they have been duly read. I will need to see this certificate.

You must have your banns read in the principal Sunday Service (for St Peter's this is the 9.45am Parish Eucharist) for three Sundays during the three months before your wedding. This is usually done over three consecutive Sundays but does not have to be.

I encourage you to attend church on the Sundays when your banns are read – the congregation would love to meet you and it will help you feel at home in the church before the wedding day itself.

5. Marriage Certificate

During the marriage ceremony you will both sign a 'Marriage Document' as proof of your marriage. I will send this document to the Registrar who will register the marriage. You can then apply for a Marriage Certificate, which is the legal proof of your marriage. You should allow 7 days from the date of your wedding before making the application. You can apply online: www.westsussex.gov.uk/register
The fee is currently £12.50.

6. Flowers

If you would like to have your own florist to arrange flowers in the church please contact our Verger, Ann Kent (m: 07990 932348) to obtain access to the church.

7. Music

We can book an organist to play at your wedding and help you with suggestions for hymns, organ music before and after the service, and during the signing of the register. Alternatively, if you have a friend or relative who you would like to perform, this can usually also be accommodated.

8. Bells

If you wish to have the bells, they may be rung as the bridal car arrives at the beginning of the service, and at the end of the service after the final organ voluntary.

9. Order of Service

I will be able to work with you to produce an Order of Service. We can then give you a quote for printing it for you in the Parish Office. Alternatively, I can email the final version to you and you can send it to your own printer.

When preparing the Order of Service, you should think about who you would like to read at the service. It is a good way of involving your friends and family in the ceremony and you may want to put their names in the Order of Service.

10. Witnesses

You will need 2 witnesses at the Signing of the Register. I normally suggest that couples decide, in advance, who their witnesses will be because, again, it is a good way of including your friends and family in the service

11. Photographs and videos

You are welcome to use a photographer during the service and/or to video it. However, marriage in church is a religious ceremony and so there are some moments which are particularly special and sacred. To avoid unnecessary distraction, it is advisable to brief your photographer about being quiet and discreet during the service. I usually like to meet with them on the day of the wedding to agree where they will take their shots from.

12. Parking

Parking space outside the church is limited. Please tell your guests that they can park their cars on the road at the end of the church drive, ie the north side of Stane Street but that, again, there is only limited space. It is worth your checking how many people will need to park.

13. Any Other Requirements

If you have any queries regarding any of the above, or any other requirements, please do contact me.

With good wishes

Rachel

THE REVD RACHEL HAWES

Associate Rector