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Making contact with the church

You will need to get in touch with the minister (vicar) who will be conducting your marriage. The vicar's contact information is as follows:-

Vicar: The Revd. Richard Coutts

The Rectory t
Stanningley Road, e
Stanningley
Leeds
LS28 6NB
t 0113 2575 111
e richard.coutts@virgin.net

Wedding Administrator: Beryl Green

0113 257 1129
beryl.green@talktalk.net

Meeting to Fill in a Banns Form and Paying the Deposit

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After choosing a proposed date and time for your wedding, speak to or email the vicar, to check whether this date is available. In order to secure your wedding on the agreed date, you will need to pay a £100 non-refundable deposit. You will need to fill in 'Banns Form', which documents information about you.

Please make sure that you indicate appropriately your consent for contact from the church (Data Protection Act, GDPR, 2018)

You will be asked to meet up with the vicar or the church weddings administrator (Beryl Green) to complete this form. You must provide evidence of your nationality (either through a passport or with a Birth certificate and other agreed photo id such as a driving license). A driving license is no longer adequate proof of identity alone. Proof of your place of residence will also be needed, such as a utility bill. If you do not have a passport, or appropriate identification, then the diocesan registrar may need to be contacted.

Your Wedding Service

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A further meeting will be arranged between you and the vicar, that agrees the items you wish to have in your wedding service. There is a standard format of service, and since it is to be held in the Church of England, there are some prayers, vows and legal inclusions that cannot be changed or removed. This does allow you to choose extra prayers, bible reading(s), hymns, music, additional readings, and other kinds of items within the service. A bible reading is required in the service. If you would like a friend or family member to read, sing, play music or participate in any other way, then please tell the vicar when you meet. The total cost of your wedding may depend on your choices, but the vicar will advise you of this.

Wedding Fees

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The legal and administrative fees of a wedding, are set nationally but are subject to annual review, which will be reflected in the actual cost of the wedding.

Please find a summary of the fees below as January 2018.

Wedding Fees			
Basic Costs	£603.00		
Deposit	£100.00	}	
Net Basic Cost	£503.00		
Organist	£100.00		If requiring an Organist
CD Fee	£25.00		Optional
Video Fee	£50.00		Payable if requiring video and organist
Total Organ	£753.00		
Total CDs	£628.00		

Arranging your wedding – Fees

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Once the plans for your service are finalised, a form called a 'PF2' will be completed by the vicar or an administrator. They will send you by email the completed PF2 form, which you should check carefully. The form will also be sent to the Diocese of Leeds Fees Department, who will issue an invoice addressed to you, which will be sent to the administrator at St Thomas Stanningley. They will check the invoice is correct, and then pass it to you for payment.

When do we pay and how?

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You will need to pay for your wedding so that monies are cleared in good time before the day of your wedding rehearsal. If paying by cash, please make sure that you obtain a receipt for the transaction. If you are paying by BACS or by cheque, then please ensure adequate time for clearing of funds. Please make cheques payable to 'St Thomas Stanningley PCC'. If wishing to electronically transfer required funds through your bank, then this is preferable – but ask the vicar for the Sort and Account Number of the church account to credit. When paying please use a reference of 'WED' + *shortened version of your surname*. Eg *WEDSMITH*. Please be aware that if funds are not cleared in time, your wedding may need to be postponed or cancelled. If you are not sure about this, then please contact us and we will help.

Banns of Marriage

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The calling of Banns is a legal method of checking the bride's and groom's qualification or disqualification from the marriage ceremony. It is a way by which people in the local church community can be asked whether there is any legal reason why a couple may not marry. There are usually three main reasons for failing to qualify; age, disallowed familial relationships, or a pre-existing marriage that has not been legally annulled or legally finished through divorce. For those of United Kingdom nationality, who wish to marry in a *Church of England* church, Banns may be called on three Sundays within the twelve-weeks which precede the wedding.

If one or both of you reside in a parish other than Stanningley, then you will need to inform your local parish church in the parish of your residence that you are getting married and that you require Banns of Marriage to be called in that parish in addition to Stanningley. You will again need to fill in a Banns form and provide Nationality Documents / ID etc as directed by the minister of that parish. A fee must be paid (currently £43.00) for the calling of Banns to be completed and a 'Banns Certificate' issued by the parish which you must collect and present to the vicar of Stanningley. If a required Banns Certificate is not forthcoming prior to the wedding day, then the marriage must LEGALLY be cancelled or deferred. In the event of the bride and groom living in separate parishes, which are each separate from Stanningley, Two Banns certificates must be obtained, one from each parish of residence, and two fees paid for the certificates.

What Documents do I need to provide?

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- All couples will need to show the vicar their **passport** as proof of nationality. If you don't have a passport, there are other documents which would be acceptable, so ask your vicar about this.
- If either or both of you are divorced, you will need to bring your **decree absolute** for the vicar to see.
- You may also be asked to provide evidence of your connection to the church, such as **utility bills** which show you live or have lived in the parish, or your parents' marriage certificate if they were married there, for example. Your vicar will guide you on acceptable documents for your particular connection.

Other methods of Obtaining a Marriage Licence (Non EU Nationals)

There are some circumstances in which you may need a Special Licence, Common Licence or a Superintendent Registrar's Certificate to marry in church. Your vicar will let you know if these apply to you. If you are from a country outside the UK and especially if this is outside the EU then you must declare this to the vicar, who will advise you of the best way to proceed. Advice about fees and arrangements in this circumstance will be given if a common or special license is needed.

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How do I know that I can get married in Stanningley?

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There needs to be a connection established between either of you and the parish.

- You are automatically eligible to marry if one of you lives in the parish.

Or A person has a **Qualifying Connection** with a parish if: **that person:** -

- was baptised in the parish. (This does not apply where the baptism formed part of a combined service of baptism or confirmation);

or

- had his or her confirmation entered in a church register book of a church or chapel in the parish;

or

- has at any time had his or her usual place of residence in the parish for at least 6 months;

or

- has at any time habitually attended public worship in the parish for at least 6 months;

or

- **a Parent of that person** has at any time during that person's lifetime:
 - had his or her usual place of residence in the parish for at least 6 months; or
 - habitually attended public worship in the parish for at least 6 months;

or

- **a Parent or Grandparent** of that person was married in the parish.

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What if one of the proposed marriage partners has been married before?

A conversation will be required with the vicar, as to whether the marriage can go ahead in the church. The church requires that information is sought in relation to any previous marriages, and evidence that this/these marriage(s) have legally been dissolved. A previous marriage does not automatically stop a person from remarrying, however the exact context of the new marriage and previous marriages will need to be clearly understood and it should be understood that, after discussion, it may sometimes be deemed that remarriage in church is regrettably inappropriate.

Can people of the same gender marry in church?

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As the law stands, it is not currently possible for same sex unions to take place in churches which are part of the Church of England.

What can I expect to happen after I have booked the wedding? [Return to Index](#)

After the wedding has been arranged, further meeting(s) may be needed to talk about what marriage in church might mean, and to determine the way that your wedding service might be structured. The purpose of this meeting is mainly to decide upon; - the hymns or music in the wedding; readings both from the bible and/or other writings; the people who will be playing a part in the wedding, and to explain how the wedding will work. Often there is an opportunity to review the wedding vows and routinely, a date for the formal wedding practice is booked.

In the week just before the wedding an evening is set aside to act as the rehearsal for the wedding, and includes everyone who may be playing a part in the wedding ceremony. During this rehearsal everything is practiced and there is a chance to ask any questions that still remain.

Service Papers? [Return to Index](#)

By arrangement, service papers may be agreed and produced for the wedding, or an electronic version created by us, and taken by you to a printing firm.

Photography and Flowers? [Return to Index](#)

You may arrange for your own photographer who will be given special access to the church on the day of the wedding. Other photography is disallowed during the wedding service, although is encouraged at the end of the service. Flowers may be arranged as required.

Confetti? [Return to Index](#)

Biodegradable confetti may be thrown at a distance from the church building.