



A guide to your  
wedding in church

2025



St Egwin's Church, Norton & Lenchwick

all  
Saints  
THE PARISH CHURCH OF EVESHAM  
[www.eveshamparish.com](http://www.eveshamparish.com)

This booklet has been produced to provide essential and useful information required to make your wedding a truly memorable and “hassle-free” day. Should you have any further queries, please do not hesitate to contact us.

# Contact Information

## The Vicar

The Benefice of Evesham, All Saints with Norton & Lenchwick, St Egwin is currently vacant. Our administrator will guide you through your wedding booking and will make arrangements for a local Minister to marry you in Church.

## Assistant Curates

The Revd Andy Green and The Revd Caroline Green  
Tel: 01386 870068

For all enquiries and to make or change a booking, please contact the Benefice Administrator in the first instance.

## Administrator:

Katy Tarplee  
Church House  
Market Place  
EVESHAM  
WR11 4RW

tel: 01386 442213  
email: [katy@evesham.church](mailto:katy@evesham.church)

Office hours: 9.30 am to 1.00 pm  
Monday to Friday

## Music

**All Saints:**  
Robin Freeland  
Email: [organist@evesham.church](mailto:organist@evesham.church)

**St Egwin's**  
via Church Office

## Flowers

**All Saints**  
Merry Privett  
tel: 01386 40275

**St Egwin's**  
via Church Office

## Churchwardens

**All Saints**  
John Ellis & Clive Greedy  
Email: [churchwardens@evesham.church](mailto:churchwardens@evesham.church)

**St Egwin's**  
Neville Holder  
Tel: 07788879918

## Bellringers

**All Saints**  
Mrs Claire Penny  
Via Church Office

**St Egwin's**  
Neville Holder  
Tel: 07788879918

# Legalities

You will be married in Church by either Banns or Licence. The criteria will have been explained to you when you booked your wedding and you will be asked to complete a 'Qualifying Connection' form. However should you be unsure, please contact Katy in the Church Office immediately for clarification.

## Qualifying Connection

Should you both live outside the Parish, it will be your responsibility to provide evidence that you have a suitable connection which gives legal entitlement to be married in either All Saints or St Egwin's. Details are on the 'Qualifying Connection' form and can also be found on the website: <https://www.churchofengland.org/life-events/your-church-wedding> and on our website: <http://www.eveshamparish.com/weddings.html>

## Banns

**Three months before the wedding** you should contact the Administrator in order to arrange for your banns of marriage to be read. If you book your wedding with less than 3 months' notice, we will arrange for your banns to be read as soon as is reasonably practical. They will be read at the 10.00 am service on 3 Sundays prior to the wedding. You are not obliged to come to hear the banns read, but you may decide to do so, for you will find it helpful to come and worship in the church in which you are to be married before the day of your wedding. Please ensure should one of you not live in this parish, that you make arrangements for the banns to be called in the other appropriate parish. The other parish will issue a certificate (for which there is a charge) and you should forward this to the Church Office as soon as you receive it. We need evidence that banns have been read in order for the wedding to proceed.

## Registration & Documentation

Following an Anglican marriage, it is the duty of the officiating minister to send a marriage document to the local Registrar which details your full names, and the names of your parents and witnesses. Arrangements will be made for you to see the Administrator in the Church Office so that we have the necessary information to complete the marriage document. The information you provide **must** be accurate. Once the marriage document is received by the Registration Service, you will be able to apply for a marriage certificate (usually a couple of weeks after the wedding). Please note, we are not able to provide wedding certificates on the day of the wedding or at any other time—you must contact the Registration Service - <https://www.gov.uk/order-copy-birth-death-marriage-certificate>

If we have not already done so, we will ask for proof of address and to see the original copy of your passport. If you do not have an up to date passport, please speak to the administrator who will advise you of other documentation which you must provide.

## Fees

### Church fees:

Service of marriage by banns: **£600.00**

Orders of service (70 copies) **£80.00**

Plus an additional £4.00 per additional 10 copies

*(If you decide to print your own service papers,  
we will provide a master copy, the cost for which is £35.00)*

Heating **£150.00** (All Saints)  
**£35.00** (St Egwin's)

*(Optional: September - May only)*

### Additional fees:

#### Organist's fees:

Church service **£120.00**

Church service with video recording **£240.00**

**Bell ringers' fees** **£175.00**

**Verger** **£60.00**

### Voluntary Donation

Where financially possible, we ask you to consider making a donation of £75 towards the upkeep of our Grade I\* listed building.

### Deposit

A deposit is usually taken at the time of booking. If you have not yet paid a deposit, we shall be grateful to receive £100.00 at the earliest opportunity.

**The balance of all fees must be paid four weeks before the date of the wedding. We will provide you with an invoice.**

## Other Information

### Service Cards

We will provide orders of service for your wedding. Alternatively, we can provide an electronic copy for you to print yourselves, but the order of the service must not be changed and you must provide a paper copy of the final proof before final copies are printed.

### Filming your wedding

Video recordings are only permitted by **prior agreement**. If you wish to have a video of your wedding, you **must secure the necessary permission concerning copyright and forward a copy of your licence to the Administrator at least 2 weeks BEFORE the wedding**. Visit <https://www.prsformusic.com/licences/releasing-music-products/limited-manufacture> for further information. An MCPS-PPL licence typically costs between £15 and £40. In addition, the fee payable to the Organist is doubled whenever a wedding is filmed. The minister may have to stop proceedings if the wedding is being recorded without the necessary copyright permission.

### Photographs

Please find attached a letter with instructions for the taking of photographs at a wedding service. Please ensure your photographer sees a copy of this **before** the wedding.

### Flowers

We are not able to provide flowers in church for your wedding. However, you are free to arrange for a local florist (or friend) to put arrangements in the church. We do ask that you leave an arrangement on the altar for the Sunday service, otherwise flowers may be removed by you after the service. Bows or flowers may be hung from the chairs (tied only; please do not use nails, tape, etc) but these must be removed at the end of the service. We also ask that you contact either Mrs Privett (All Saints) or Mrs Green (St Egwin's.) to advise them of your intentions.

### Bells

You can arrange to have the bells rung for your wedding. Please let the Administrator know if this is your preference and he/she will make the arrangements.

## Music

Please see the booklet entitled Wedding Music which lists hymns and music suitable for use at a wedding in church. Please contact the Organist directly if there is anything not listed which you would like played at your wedding.

## Organist

We will assume that you require an Organist to play at your wedding but it is important that you contact the Organist to discuss arrangements for music **at the earliest opportunity**. Unless otherwise requested the organist will play the Bridal Chorus (Wagner) at the entrance of the bride, and the Wedding March (Mendelssohn) at the end of the service. It is usual to choose two or three hymns. You are of course free to choose hymns not on the list provided, as long as they are either in our hymn book or you are having printed order of service cards.

## Readings

You may decide to have one or two readings during the marriage service, **one of which must be a biblical reading**. Suggested readings are provided in a separate booklet. If you wish to have something not listed, please contact the officiating minister for his approval.

## Confetti

Confetti should only be thrown outside in the churchyard; please ensure that it is biodegradable - it is your responsibility to make your guests aware of this. Metallic table confetti is totally unacceptable as it does not decompose and is very difficult to pick up!

## Rehearsal

The date for your rehearsal may have already been arranged by the officiating minister. If not, please contact us two to three months before the date of the wedding.

## Useful Links

The Church of England has an excellent website for couples planning a wedding in Church. Please see <http://www.yourchurchwedding.org/>

