

Your Wedding at Derby Cathedral Information Pack



Thank you for getting in touch with us about your wedding. The Cathedral will be delighted to offer whatever help we can with the arrangements.

This booklet contains information about:

<i>Contact details</i>	<i>3</i>
<i>Documents you will need</i>	<i>3</i>
<i>Finding out more</i>	<i>3</i>
<i>Legal requirements</i>	<i>4</i>
<i>Reading the banns</i>	<i>5</i>
<i>Marriage after divorce</i>	<i>7</i>
<i>Marriage of foreign nationals</i>	<i>7</i>
<i>Communications</i>	<i>7</i>
<i>Planning the service</i>	<i>7</i>
<i>Music</i>	<i>9</i>
<i>Hymns</i>	<i>10</i>
<i>Bells</i>	<i>11</i>
<i>Flowers</i>	<i>11</i>
<i>Confetti</i>	<i>11</i>
<i>Timing</i>	<i>11</i>
<i>Building work</i>	<i>12</i>
<i>Payment</i>	<i>12</i>
<i>Fees</i>	<i>12</i>
<i>Timeline</i>	<i>13</i>

Contact details

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Mr Alexander Binns Director of Music Responsible for Cathedral music	01332 202231 alexander@derbycathedral.org
Mrs Janet Poole Cathedral flower team Responsible for wedding flowers	01332 552028

To find out more

Contact Jessica at the Cathedral Office using the contact information above if you have any questions or queries about getting married at Derby Cathedral. If you have a date in mind and the Cathedral is available, we can hold it for you **provisionally**. You will need to book a meeting with a member of clergy as soon as possible so that we can make sure that it will be possible for your wedding to take place at the Cathedral. We have to check several things to make sure that it will be legal. **Don't book anything else**, such as the reception venue, until we confirm the date with you in writing.

Documents you will need

When you meet with the member of clergy, they will need to see evidence of the following:

- your **identity**: birth certificate, passport or driving licence;
- your **address**: recent utility bill or bank statement.

If either of you has been married before and has been divorced, we will need to see:

- the **decree nisi**
- the decree **absolute**.

Legal requirements

You can be married in a Church of England **church** if one of you has a qualifying connection with that church or the parish, which means that you live there, or used to live there, or you have a connection through a parent or a grandparent. You can find out about qualifying connections at www.yourchurchwedding.org

For cathedrals the law is slightly different. To get married at Derby Cathedral you need have a **qualifying connection** with the Cathedral. This means that one or both of you needs

either

1. to live in the parish of All Saints Derby. You can find out which parish you live in by a postcode search at www.achurchnearyou.com

Or

2. to be on the Cathedral's electoral roll. To be on the electoral roll, you need
 - a. to be baptised
 - and**
 - b. to attend Cathedral services regularly for at least six months. 'Regularly' means at least once a month. You will be given an attendance card that will need signing by a Cathedral official when you attend a service. You will need to keep this and bring it with you to every service you attend.

After six months of attending regular services, you can complete the electoral roll application form. Once you are on the electoral roll, you will have a qualifying connection with the Cathedral.

As a general rule, if you are baptised but not on the electoral role, it can take up to 9 months for this process to be completed.

Reading the banns

For most marriages in the Church of England, it is a legal requirement that **banns** are read. (If yours is an exception, we will advise you of what other arrangements need to be made.)

Banns are the public notice that two people intend to be married. Banns have to be read within three months of the wedding, for three Sundays in a row. Banns are read during a service in the Cathedral and also in the parish or parishes where the bride and groom live (unless you happen to live in the Cathedral's parish). There is no legal obligation for you to come to church to hear the banns read, but most people like to.

The wording of banns is:

**I publish the banns of marriage between
[name] of the parish of [name of parish]
and [name] of the parish of [name of parish]
This is the first / second / third time of asking.**

Your banns will be normally be read on the first three Sundays of the month, starting two months before your wedding, in the Cathedral Eucharist, the main service of the week which starts at 10.45 am.

You will have to arrange for your banns to be read in the parish or parishes where you live. You are responsible for arranging this and we will need a certificate that the banns have been read elsewhere. If the two of you live in different parishes, the banns must be read in both.

Reading the banns in the parish(es) where you live:

Contact the vicar or the parish office. You can do a postcode search at www.achurchnearyou.org to find out which parish you live in and to find contact details for the parish church. They have the same time window as we do to read the banns, so the dates may coincide.

They will need:

- your full names
- your address and other contact details
- the church and parish where your wedding is to take place:
Derby Cathedral, the parish of All Saints Derby
- the date of the wedding
- what your qualifying connection is with the Cathedral
(you live in the parish or you are on the electoral roll).

They will charge a fee and give you a banns certificate, which you should pass on to us before the wedding.

Once the banns have been read in your parish church or churches, we will need your **banns certificate**.

To summarise: The Cathedral cannot read your banns until you are on the Cathedral electoral roll. You cannot be married in the Cathedral until your banns have been read in the Cathedral and we have received the banns certificate from the parish(es) where you live.

Marriage after divorce

If either or both of you has been married before and has been divorced, it may be possible for you to be married in church. The decision is made depending on individual circumstances. Contact Jessica at the Cathedral Offices and arrange a meeting with a member of the clergy so that you can talk it through.

Marriage of foreign nationals

If you are a foreign national you can be married in the Church of England, but the legal requirements will be slightly different so that we can make sure that both the UK and your country of origin recognise the marriage as legal.

Communications

We will only make arrangements for your wedding with you – the bride and groom – not with your relations or friends. To make or change any arrangements, it needs to be one of you who contacts us, not a representative or a member of your family. Similarly, we will discuss your wedding plans only with one of you and, where necessary, with our colleagues.

Planning the service

Not all church weddings are the same. There are some elements in the marriage service that are always included, otherwise it wouldn't be a wedding at all. These elements include: the declaration you make that you are willing to be married, the vows, and the exchange of rings. Almost everything else depends on what you want the service to be. The choice of hymns, readings, prayers, and music makes the service a personal and special celebration. This is your day. But remember that this is only one day of your marriage. Start as you mean to go on - don't start with something so elaborate it just creates stress.

There are plenty of resources and people to help you plan the service. During the months before the service, they will meet you to discuss what you would like to include.

The minister

The minister is responsible for making sure that your wedding is a happy and prayerful beginning to your marriage. He or she also has legal responsibilities for the content and the conduct of the service. The minister will want to hear about what you would like to include in the service. You will also want to talk through the service itself, and arrange a time for a rehearsal just before the wedding.

The minister taking the service has the final decision on all arrangements for the service in the Cathedral, both beforehand and during the service itself.

The musicians

Music plays an important part in your wedding service. The Cathedral has many excellent musicians, including two skilled organists and five different choirs, and they will be delighted to help you celebrate at your wedding. Please remember that it is your wedding and should reflect your wishes; do not feel bound by what other weddings have used! If you have a wish for a piece of music that is special to you, they will be very happy to discuss its suitability with you. The Director of Music will meet you a few months before your wedding to discuss the hymns and music you would like.

Please note that during School holidays the choice of choirs is more limited.

Music

Popular choices for music as the bride enters the Cathedral include:

Bridal March	Wagner
Prince of Denmark's March	J Clarke
Trumpet Tune	Purcell
Prelude to Te Deum	Charpentier
<i>Primavera</i> from the Four Seasons	Vivaldi
Tuba Tune	Lang
Arrival of the Queen of Sheba	Handel
Now Thank We All Our God	Karg-Elert
Grand March from <i>Aida</i>	Verdi
Canon in D	Pachelbel

Popular choices for music as the bride and groom depart include:

The Wedding March	Mendelssohn
Toccata in F	Widor
Hornpipe	Handel
Final (<i>Symphonie no. 1</i>)	Vierne
Sortie in E-flat	Lefébure-Wely
Crown Imperial	Walton
Fantasia in G	Bach

During the signing of the register, the choir can sing an anthem, or if there is no choir the organist will play suitable music. Choices of music for the choir to sing will depend on which choir it is, so the best thing to do is to discuss this with the Director of Music.

Hymns

Weddings normally include two or three hymns. Many hymns are suitable for use at a wedding. There is a list below of popular choices – you don't have to limit yourself to this list, but most people know these and will enjoy joining in. Hymns marked with an asterisk (*) have two tunes and you need to make sure that the organist knows which one you would like.

You can find the words (and sometimes the tunes) of most hymns online by searching for the first line. But the best thing to do is to arrange to meet the Director of Music in the Cathedral, and then you can hear what they really sound like.

All things bright and beautiful
All creatures of our God and King
And did those feet (Jerusalem)
At the name of Jesus
Be thou my vision
Come down, O love divine
For the beauty of the earth
Great is thy faithfulness
Guide me, O thou great Redeemer
Immortal, invisible, God only wise
Jesus, good above all other
Let all the world in every corner sing
Lead us, heavenly Father, lead us
Lord of all hopefulness
*Love divine, all loves excelling
Make me a channel of your peace
Morning has broken
Now thank we all our God
O Jesus, I have promised
One more step along the world I go
*O perfect Love
O praise ye the Lord
O worship the King
Praise my soul the king of heaven
Sing hosanna (Give me joy in my heart)
*The king of love my shepherd is
* The Lord's my shepherd
Thy hand, O God, has guided

Bells

You can book the Cathedral bellringers to ring either at the beginning and end, or just at the end of your wedding service, so that you go in and/or come out of the Cathedral to the sound of the bells pealing.

Flowers

The Cathedral flower team can provide flowers in colours of your choice and will be happy to discuss your requirements. They know the building well and can advise you on what will be most effective – pedestals of flowers, pew ends, decoration of the pillars, or flowers at the entrance. The cost will vary depending on your requirements, but they will be able to advise on what can be achieved within your budget. Contact Janet Poole (01332 552028). If you want to book the Cathedral flower team you must contact Janet as soon as possible after the date of your wedding is confirmed, so that she can make sure someone is available for that date – you will be able to discuss the details later on.

If you decide not to order flowers from the Cathedral flower team, you should note that:

- you cannot employ an external florist to work in the Cathedral;
- the Cathedral is normally decorated through the year with flowers, but the colours may not suit your chosen theme.

There are no flowers in the Cathedral during Advent and Lent (the four weeks before Christmas and the six weeks before Easter). If you are getting married in Advent or Lent and you book the Cathedral flower team, you can have flowers for your wedding as long as they are removed afterwards.

Confetti

Confetti is allowed, but not inside the Cathedral building, and it should be biodegradable – paper, leaves or petals, but not plastic.

Timing

Most wedding services last about thirty to forty minutes. This is not a long time, and if the start is delayed it can cause serious inconvenience to everyone involved in trying to make the day a good experience for everyone.

Building work

Building work and repairs are needed in the Cathedral from time to time. If any major work is planned, we will inform you of it as soon as possible, but if the work is urgent or if your wedding was booked a long time ahead of the date, there may be building work that we were not able to tell you about when you booked the date. We will tell you as soon as we know there is work that might affect the building on the date of your wedding, and if necessary we will make suitable alternative arrangements.

Payment

We will ask you to pay a deposit of £100 before the date of your wedding is confirmed. Until then we will hold the date provisionally.

Two months before the date of your wedding we will invoice you for the balance of the fees. The total needs to be paid one month before the date of your wedding. We will need to know all your choices for options like choir, bells, and flowers, in time for us to prepare the invoice.

Fees 2023

Statutory & Facility Fees

Facility fee	£1400
Facility fee if expected congregation >200	£1600
Banns publication	£32

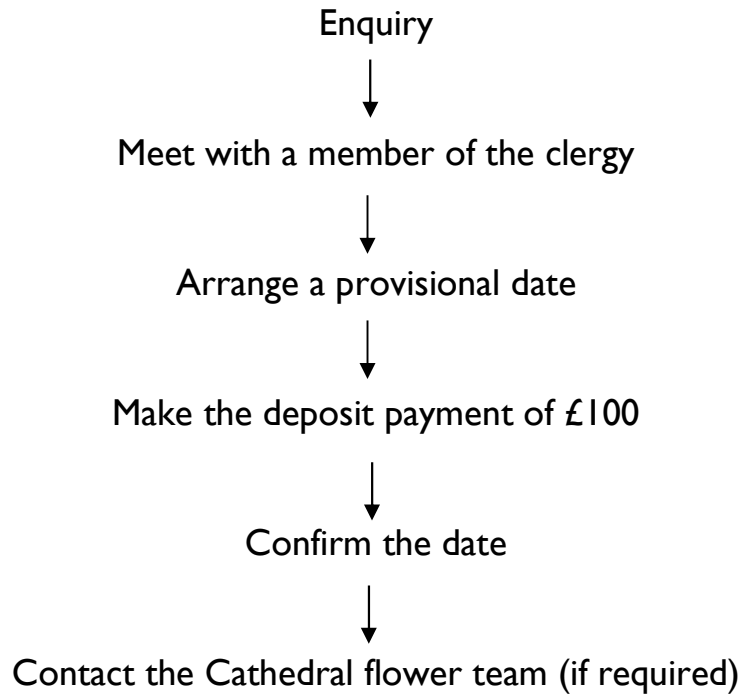
Charges for Music

Quartet of singers	£658 + VAT
Octet of singers	£926 + VAT

Other Fees

Bells (before service)	£300
Bells (before and after service)	£400
Flowers (per pedestal)	£135 + VAT
Service sheet printing - per booklet (black & white)	20p
Service sheet printing - per booklet (colour)	40p
Videoring service with musicians attending*	Double musicians fee + VAT
Video technician fee	£100

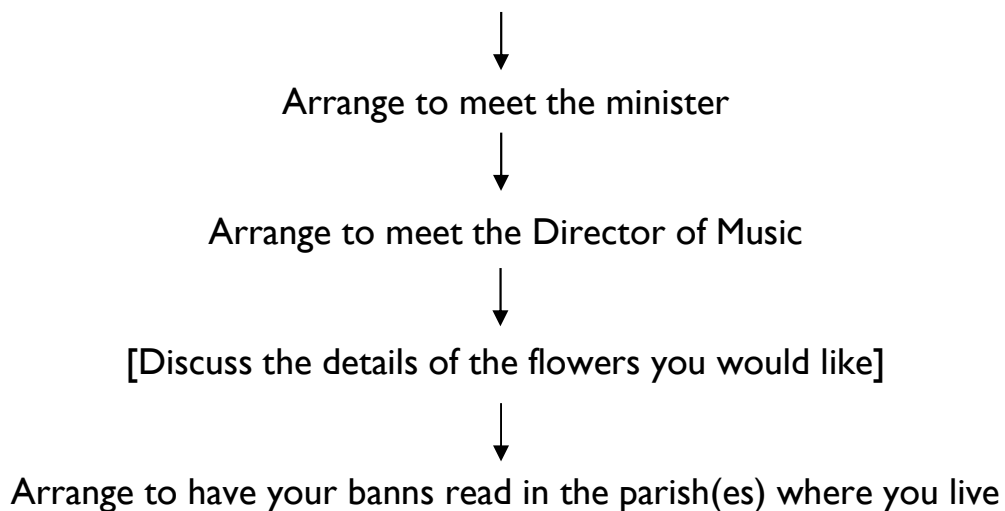
TIMELINE



The member of clergy will arrange further meetings as necessary, and let you know who is the minister who will conduct your wedding.

Six months before the wedding

The Cathedral Office will send you an invoice form so that you can identify which options you would like to choose.



Three months before the wedding

The Cathedral will read your banns



The parish(es) where you live will read your banns



Return the invoice form to the Cathedral Office



[Finalise the details of flowers]

Two months before the wedding

The Cathedral Office will send you the final invoice for the balance of the fees.



Agree the details of hymns, music and readings with the Director of Music and the minister. The minister will send the details to the Cathedral Office for the orders of service.

One month before the wedding

Pay the balance of the fees.

The week before the wedding

Attend the rehearsal.