

Parking: There are some spaces for parking at the church and parking in the surrounding roads. However there is a restriction in nearby roads of no parking between 11.00am to 12 noon. You can try to contact the local parking officials but they are not always helpful.

Access and Toilet facilities Good access for users of wheelchairs is available, plus there are toilet facilities in the adjacent church hall.

Fees: These should be **paid two months in advance**. If your wedding is *professionally* recorded the organist fees will have to be doubled, please check for details.

Please make the cheque payable to Beaconsfield PCC St Michael's account, NB: please note the following:

- The main Wedding fees are legally payable to the Church of England. There are other local charges which will be shown on your invoice to keep everything transparent.
- It is necessary to pay the fee for the organist for use of the organ, even if you decide to bring you own organist for the service.
- There are no fees to use our flower stands, but we ask they do not leave the building.

SOME USEFUL NAMES AND TELEPHONE NUMBERS

Office: Church administrator. 01494 676931. St Michaels Church Office, Grenfell Road, Beaconsfield, HP9 2BP.

The Vicar of St Michael and All Angels

The Parsonage, 3 St Michael's Green, Beaconsfield, Bucks. HP9 2BN
Telephone 01494 673464 e-mail
vicar@stmichaelsbeaconsfield.org.uk

Organist This can vary so check with the office 01494 676931

Flowers

We do not offer flower arranging but can help with lending flower stands. For this and other details of use of the church for your chosen florist please ring Lorraine Johnson 01494 672860

Weddings at

THE CHURCH OF

ST MICHAEL AND ALL ANGELS,

part of the

BEACONSFIELD TEAM



Notes for booking and planning weddings – please read carefully

When starting to plan your service please arrange to meet with the Vicar. You can then formally book the church, find out about the legal side of things including eligibility for using a church, and have the service and any order of service explained. After that meeting you will meet several times in the following months to continue to prepare for the wedding. In the Beaconsfield team we also offer a 'Wedding preparation day' to all couples being married at a Church of England church in Beaconsfield town. This is not compulsory.

Practicalities:

Making the service yours:

Do remember others are welcome to take part in the service. You might have musicians, readers, 'pray-ers', or even a Vicar or Minister among your family or friends! It would be good to involve them in your marriage service. Your choice of readings will reflect what you both understand marriage to be, (we can provide some suggestions). It would be very special if you wrote a short prayer of your own for the day. (More about all this at the planning meeting)!

Bridesmaids There should be one bridesmaid who will take the bride's bouquet. If you do have small children (beware of them stealing the show), an adult should be put in charge of them leaving the principal bridesmaid to look after the bride.

Ushers & seating Preferably three or four Ushers including one from each family to make sure people will be recognised and it is nice if one is female. Seating plans for the front few rows, agreed with the Vicar, is often useful, and a copy given to the Ushers. Main usher **must** be present at the practice. Capacity of the church is 250 to 300.

Order of Service: This is by no means necessary, but some people find it helpful for the congregation to have one. If you decide to do so, please check a proof with the Vicar **before** you go to the printers. Remember you will need to print extra for the minister, organist and choir if you are having one.

Bells: At St Michael & all Angels we do not have a bell tower but we will cheerfully ring the one bell we have for you at no cost!

Music: You will need to decide about Hymns and music. You may like to introduce yourself to the organist and ask to hear some music after a Sunday morning service. The normal provision for hymns is 3, plus music for the entrance of the bride, the signing of the registers, and as you leave. If you want a specially sung anthem then you can discuss whether a choir is available but this does incur an extra charge. We are pleased to arrange to play music from a CD or you may like to invite other musicians.

Flowers in Church: you are welcome to arrange to have flowers arranged by your own contact. We have stands, which you can use, and there are other areas in the church that can be decorated like the porch, side niches and shelves. At the moment we have a co-ordinator who can tell you about access and use of our equipment. Please **never** just arrange things with a florist or friend without informing us.

Confetti may be used in the Church grounds, but must be eco-friendly and bio-degradable.

Photographs and Video Nominate someone as the official photographer. They need not be professional, but there must be **only one**. Similarly for taking a video – nominate one person. Please **make sure** they talk to the minister well before the service about where they may stand etc. See fee details for professional video's.

Legalities:

Banns of Marriage

This is the publication of the intention of your marriage in two churches of the parishes in which you live. Your Banns will usually be called in this Parish on the first three Sundays of the month preceding your marriage at the main morning Service. Please, if possible, try to come to church for the three Sundays when your Banns are being read.

You will need to contact the Vicar of the "other" Parish and arrange for the calling of your Banns there, then collect the certificate from him/her after the third Sunday on which they are called. (There will be a small fee). Your marriage **cannot** proceed without this certificate.

Alternatively you may need to arrange a licence with a surrogate if you live abroad or other reasons, just check with the Vicar at your meeting.