

## DISBURSEMENTS

Fees for the services on the previous page should be made directly to the people concerned and not to the church.

There is also a fee to be paid to the Registrar, Mr. Adrian Lee, on the day of the wedding. At the time of printing the cost is £97 including the Marriage Certificate.

None of the above revenues comes to the Parish Church. It is customary to make offering to the Church. An offering of **£200** would be appropriate.

*If there are any couples who cannot afford this, they should mention this to the priest who will be conducting the ceremony.*

In fairness to our own parishioners, the fee for the people outside the parish who wish to be married in St Thomas of Canterbury, Woodford Green is **£250**.

*In some cases, a moderate fee may be payable to the Diocesan Chancery. When the preparation has been made in St Thomas of Canterbury for a wedding to be celebrated elsewhere an offering £100 will be welcomed.*

We suggest that all fees are paid on or before the wedding rehearsal. Cheques for the church fees should be made payable to **Trustees O.F.M. Woodford Green**.

**We wish all couples a happy marriage!**



**St Thomas of Canterbury  
Woodford Green  
IG8 0RB**

# Wedding Arrangements Booklet



Tel: 02085041686

E-mail: [parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org)

Congratulations on your decision to marry! We wish you every blessing through many years of married happiness. We also hope that your wedding will be a memory to treasure for the rest of your lives. We, in St Thomas of Canterbury parish, will try to give you all possible help to make this come true.

## **MARRIAGE AT ST THOMAS OF CANTERBURY**

Where do you start? First of all, you will both come to meet one of our parish priests. As required by Diocesan procedures we ask that you give us at least six months' notice for your wedding.

The long-standing practice of the church is for the marriage to be celebrated in the parish of one of the parties, more often of the bride. So, most weddings will begin from the family home in our parish. There is, however, more mobility nowadays. People often worship regularly in a parish other than that in which their home is situated. In such cases, it is natural to celebrate the wedding with their normal mass community and we are happy to cooperate with this. We can discuss this as part of the preparation. Courtesy indicates that the Parish Priest of your place of residence should be approached as he needs to indicate his willingness for the wedding to take place in St Thomas of Canterbury Church.

We regret that we must limit marriages at Chigwell Convent to those parishioners who regularly attend Masses there.

## **MARRIAGE COURSE**

### **Personal Preparation**

The importance of personal preparation for the marriage cannot be sufficiently emphasised. You are entering on the most important decision and venture of your whole life. Today, if you intend to practice a profession, drive a car, engage in a sport, you will seek advice, guidance and tuition from one expert in the relevant field. Pope Francis, concerned for the quality of married and family life, has stressed this absolute necessity. He lays on priests the obligation to provide you with the means to prepare. More than that, he has himself provided a wonderfully well informed, perceptive, joyful and easy to read help to people of all stages from first tentative steps of acquaintance through the whole range of life. His '**Joy of Love**' can be profitably read by anyone embarking on a Catholic marriage.

If you intend to print an order of service and include the words of hymns, you must include in your order of service the following information about licenses that St Thomas of Canterbury has:

**CCL Licence No. 19014 Calamus Licence No. 0948**

A final copy of the order of service must be left with the parish office for inclusion on our copyright return.

The Rose Garden behind the car park, near the tennis courts, may be used for outdoor photographs. Please do not use the garden immediately behind the Friary.

## **FURTHER INFORMATION**

Should you require any further information, the parish office is open Monday to Friday, 9.30am-1.30pm. The parish office team will try to assist you with all enquires you may have.

Contact the Parish office on 020 8504 1686, or email

[parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org)

## **USEFUL INFORMATION**

### **Church Flowers:**

St Thomas of Canterbury church has volunteers who beautifully arrange our flower displays for all services, but they normally do not do wedding flowers, but there is an option to coordinate with them. If you are interested get in touch through Parish Office, alternatively, arrange your own florist.

Except during the period of Lent, it is expected that any flowers used on the altar will be left after the wedding.

### **Choir and Organist:**

Kathryn Wilson 02085057900, 07734308925.

[Kathrynwilson900@btinternet.com](mailto:Kathrynwilson900@btinternet.com)

### **Altar Servers:**

Deacon Matthew Ives

Contact via the parish office.

## LEGAL REQUIREMENTS

- It is necessary to contact the Registrar of your District as Notice of Marriage can only be given by appointment.
- As the Certificate of Marriage (known as “The Authority”) is valid for a year, the Redbridge Superintendent Registrar recommends that notice to be given as soon as possible.
- Notice must be given at least 16/28 (depending on the council) clear days before the wedding (including Saturday and Sunday).
- **Both parties** must give notice to the Registrar of their District. At the time of the wedding there is also a fee to be paid to the attending Registrar.

**No marriage can be performed without this Authority.** It is the responsibility of the couple to produce it on the day of their wedding.

## PHOTOS AND VIDEOS

The Ceremony of Marriage is a religious service. We have no objections to your official photographer taking photographs during the ceremony or a video being made, provided it does not take away from the religious aspect of the occasion. Please note that video lights are not allowed. We ask that no other photographs are taken in the church.

A video license is required by the law to record the wedding ceremony. This is not covered by our church licenses.

Licenses must be given to the parish office before the date of your wedding. Pre-recorded music is also subject to permission from PPL 020 7534 1000.

Please visit PRS for Music to get more information about the licence you need:

<https://www.prsformusic.com/licences/releasing-music-products/limited-manufacture>

We shall try to help you. There will be several meetings with your chosen priest. With him you will choose and shape the wedding service. Together you will explore the spirituality of marriage, the meaning of the sacrament, how God is with you intimately at all stages of your courtship, wedding, marriage and family life. We endeavour to supplement this with the help of courses conducted sometimes by Marriage Care, sometimes by couples who have grown through their experience of what a catholic marriage can provide and be.

### Couple preparation

Another great challenge of marriage preparation is to help a couple realise that marriage is not something that happens once for all. Their union is real and irrevocable, confirmed and consecrated by the sacrament of matrimony. Yet, in joining their lives, the spouses assume an active and creative role in a lifelong project. Their gaze now has to be directed to the future that, with the help of God’s grace, they are daily called to build. For this very reason, neither spouse can expect the other to be perfect. Each must set aside all illusions and accept the other as he or she actually is: an unfinished product, needing to grow, a work in progress. A persistently critical attitude towards one’s partner is a sign that marriage was not entered into as a project to be worked on together, with patience, understanding, tolerance and generosity.

Discussion groups and optional talks on a variety of topics of genuine interest to young people can prove helpful. All the same, some individual meetings remain essential, since the primary objective is to help each to learn how to love this very real person with whom he or she plans to share his or her whole life. Learning to love someone does not happen automatically, nor can it be taught in a workshop just prior to the celebration of marriage. For every couple, marriage preparation begins at birth. What they received from their family should prepare them to know themselves and to make a full and definitive commitment. Those best prepared for marriage are, probably, those who learned what Christian marriage is from their own parents, who chose each other unconditionally and daily renew this decision.

In their initial enchantment with one another, couples can attempt to conceal or relativise certain things to avoid disagreements; only later do problems surface. For this reason, they should be strongly encouraged to discuss what each expects from marriage, what they understand by love and commitment, what each wants from the other and what kind of life they would like to build together.

Such decisions would help them to realise that the mutual attraction alone will not suffice to keep them together. Nothing is more volatile, precarious and unpredictable than desire. The decision to marry should never be encouraged unless the couple has discerned deeper reasons that will ensure a genuine and stable commitment.

Marriage Care contact details:

Lucy Williams 020 8227 1068, Glenda Spencer 020 8590 7775

## DOCUMENTS REQUIRED

### FOR THE CATHOLIC PARTY:

- **BAPTISM CERTIFICATE**

A **new copy** of your baptism certificate is required – not more than 6 months before the wedding. This can be obtained from the church where you were baptised. This will be retained at the church of your forthcoming marriage along with all the other documents pertaining to your marriage.

- **CONFIRMATION CERTIFICATE**

Although, not necessary now it is good to have. Normally, the fact of your confirmation will be noted on your baptism certificate. If it is not, then you can obtain a certificate from the church where you were confirmed. It is highly desirable that a person marrying should have received this sacrament.

- **LETTER OF FREEDOM**

The Diocese of Brentwood has issued a Statutory Declaration of Freedom available from the parish office which each party is required to complete and have witnessed by a Commissioner for Oaths.

### FOR A PERSON WHO IS OF ANOTHER CHRISTIAN COMMUNITY:

- **PROOF OF BAPTISM**

If baptised, then evidence is desired. Normally, the church of baptism will have issued the certificate or baptism card. It may name it either baptism or christening.

If such a certificate is not available, then a letter from a parent attesting that the baptism took place is helpful.

## MARRIAGE CEREMONY DETAILS

Marriages in St Thomas of Canterbury take place on Saturdays. We sometimes have more than one wedding on Saturday afternoon and for this reason we normally like weddings to begin at 12noon, 2pm or 4pm.

**We do expect the marriage ceremony to start on time.** This helps prevent wedding parties clashing with each other and ensures that there will be sufficient room in the car park for the next wedding.

Arrangements will be made for a wedding rehearsal nearer to the wedding day.

## CIVIL REQUIREMENTS

When arrangements have been made with the church and the priest, all couples getting married must inform the Marriage Registrar of their District about the intention to marry at St Thomas of Canterbury Church **up to 12 months before.** A birth certificate or passport is required.

Buckhurst Hill and Chigwell residents should contact Epping Forest Registry Office, for Woodford residents it is Redbridge Registry Office. Below are the contact details for these offices.

The address for **Redbridge Registry Office:**

Telephone 020 8554 5000

E-mail [register.office@redbridge.gov.uk](mailto:register.office@redbridge.gov.uk)

Address: Redbridge Town Hall High Road Ilford IG1 1NF

The address for **Epping Registration Office:**

Telephone: 0345 603 7632

Email: [registration@essex.gov.uk](mailto:registration@essex.gov.uk)

Address: Epping Library, St John Road, Epping, CM16 5DN