

# Weddings and Blessings

## A Planning Guide



**St Mary's & St Leonard's  
Wallingford**

*open to God, open to all*

## Wallingford Parish The Churches of St Mary and St Leonard



November 2022

**To all those getting married or having a blessing after civil marriage at St Mary's or St Leonard's, Wallingford**

We are delighted and privileged to welcome you both for your church wedding or marriage blessing. Our church community will do its best to make the day a special one for you.

It is important to prepare carefully, for both the service and for your life together. This booklet contains information to help you in your preparation about all the choices you can make for your ceremony so you can discuss them with the vicar. There are some suggestions given to inspire you and space to write in your own ideas too.

Please read it carefully as soon as possible and begin to make the necessary arrangements. Time will seem to accelerate as the day approaches and some matters, such as the marriage preparation evening and the reading of banns, need to be done well in advance of your wedding day.

As well as the planning notes in this booklet, there is a lot of information and some great tips on planning your church wedding at the church of England weddings website:

<https://www.churchofengland.org/life-events/your-church-wedding/planning-your-ceremony>

My contact details are above, please do not hesitate to approach me should you have any questions about your marriage or blessing.

A handwritten signature in black ink that reads "W. Muggeridge". The signature is written in a cursive style and is underlined with a single horizontal line.

Wendy Muggeridge  
PCC Secretary  
Wallingford Parish  
[contact@marylemore.co.uk](mailto:contact@marylemore.co.uk)  
tel: 07869 167174

# Marriages and Blessings of Civil Marriages in Wallingford

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# Marriages and Blessings of Civil Marriages in Wallingford

## A. Preliminary Matters

### 1. Initial Meeting

The first step in arranging a marriage at either of our churches is a meeting to check the date, to ensure that you are legally entitled to marry in the church, to complete the necessary forms and to go over the options & costs. You will need to show evidence of your identity and residence and pay a deposit.

### 2. Legal Requirements for Marriage in the Church of England

The Church of England conducts marriages with the permission of the State. To make your wedding lawful, it is essential that the preliminaries to marriage are correct. In particular, we draw your attention to the following eligibility criteria:

You can marry in a Church of England church if you can show that one of you:

- lives in the parish, **or**
- is on the church's electoral roll, **or**
- has at any time lived in the parish for a period of at least 6 months, **or**
- was baptised (christened) in the parish, **or**
- was prepared for confirmation in the parish, **or**
- has at any time regularly gone to normal church services in the parish church for a period of at least 6 months.

**or** that one of your parents, at any time after they were born:

- has lived in the parish for a period of at least 6 months, or
- has regularly gone to normal church services in the parish church for a period of at least 6 months.

**or** that one of your parents or grandparents:

- was married in the parish.

We will check this with you and explain further details if necessary.

### 3. Banns

This traditional system is still the usual legal preliminary to marriage. Banns must be called in the churches of the parishes in which you live. They are called for three weeks within three months of your marriage. The banns of the person living in Wallingford will be automatically read in St Mary's Church at the 10:00 service, but **you must make arrangements to have banns read in the parish church in which the other partner resides if you do not both live in Wallingford**. It is your responsibility to contact the Vicar of that church as soon possible to arrange for this to be done. A fee will be payable, this covers both the calling of the banns and a certificate (proof that the banns have been read) which we will need to see. If you have any questions about this please contact me as soon as possible.

## **Marriages and Blessings of Civil Marriages in Wallingford**

### **4. Marriage Preparation**

Couples getting married or having a blessing after a civil marriage are invited to a preparation meeting to assist them in preparing for their marriage and wedding. Details will be sent to you a few months before your marriage. This is seen as a very important part of the marriage preparation process, and it is anticipated that couples will take part.

### **5. The Officiating Priest**

During the period of vacancy of the Team Rector for Wallingford, our Team Vicar will normally be the officiating priest. If you wish to involve your own priest, such as a friend of the family (either to conduct the service, or to play a part in it) please mention this so that this can be included in the planning.

# Marriages and Blessings of Civil Marriages in Wallingford

## **B. The Marriage Ceremony**

### **1. Witnesses**

Two witnesses are legally required for your wedding.

Witness 1	
Witness 2	

### **2. Music**

The choice of music at a wedding is very important and a very personal part of your wedding planning. Judith Ward, our Director of Music, will be happy to advise you on the music for your service. There is a form for her in this pack, with her details, so please do not hesitate to get in touch. Even if you already know which music you would like, it is essential you check with Judith before the service sheet is finalised, just in case there are any problems.

#### **What is available?**

##### *Organ*

Both St. Mary's and St. Leonard's have pipe organs.

##### *Piano*

St Mary's has a grand piano.

##### *Organist*

The organist at your wedding will usually be our Director of Music, Judith Ward. If Judith is unavailable to play she will arrange a suitable deputy for you. She has access to most of the usual repertoire of organ wedding music, but if you should wish for something outside this, please discuss it with her at an early stage, to assess the practicality. She would ask for the music to be provided in this case please. Judith is happy to rehearse with and accompany other musicians that you would like to be involved in the wedding service. The fee for the organist includes this aspect, but if several rehearsals were needed (an unusual situation, only required if very complex music is chosen) there may be an additional charge. Judith can advise you on this.

##### *Choir*

Wallingford Parish Church Choir loves singing at weddings and helping to make the service special for you and your guests. Numbers may vary depending on holiday and work commitments, but we can usually arrange for a choir to be available, together with soloists if required.

##### *Other Facilities*

We do wish you to enjoy the music at your wedding, and it is very much your day. If therefore you have a friend or relation whom you would like to play the organ, then please ask. Our organist's fee will still be payable, but it may serve to make it more of a family

occasion for you. Similarly, you may have connections with a choir. We are happy to welcome an outside group to your wedding, and in this case only half the Wallingford Parish Choir fee would be charged.

## **Choice of Music**

There are four major decisions to be made regarding music to be played. A few examples are listed, but there are many others you may wish to use instead. Occasionally your choice of music may require a conductor as well as an organist. If so it may be necessary to ask for a second organist's fee. This can be discussed prior to your final choice of music.

### **1. At the entrance of the Bride**

Bridal March (from 'Lohengrin')	Wagner
Trumpet Voluntary	Jeremiah Clarke
Trumpet Tune	Henry Purcell
The Arrival of the Queen of Sheba	Handel
Hornpipe (from 'The Water Music')	Handel
Music from 'Scipio'	Handel

### **2. During the signing of the marriage document/schedule**

The choir has a wide range of music suitable for singing at this point of the service, ranging from Bach to Rutter. Judith would be happy to meet you and play you some of the options. Alternatively you may have a specific piece in mind. If you can discuss it with her and if possible let her have a copy or a recording then she can advise how feasible it is.

### **3. The hymns**

When choosing your hymns, do remember that your guests will sing more confidently if they know them. Also, it is worth remembering that many hymns have more than one tune, so do please confirm with Judith which one you want for a particular hymn. Words can vary between hymn books too, so you may need to decide if you want modern or traditional words. The list of possible hymns is endless, but here are a few popular choices:

All things bright and beautiful	The King of love my shepherd is
At the name of Jesus	Father, for the prayer we offer
Dear Lord and Father	Now thank we all our God
Immortal, invisible, God only wise	O Jesus I have promised
Lord of all hopefulness	O worship the King
Love divine	One more step
Make me a channel of your peace	Give me joy

Praise my soul the King of Heaven

Hymn/Song 1	
-------------	--

Hymn/Song 2	
-------------	--

Hymn/Song 3	
-------------	--

**4. *At the exit of the bride and groom***

The range of choices here is huge. Many of the suggestions for the entrance of the bride work equally well at the exit of the bride and groom. In addition the traditional favourite is The Wedding March from a Midsummer Night's Dream, by Mendelssohn.

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The organist will usually select music to play whilst your guests arrive at the church, but if you have any particular music you would like included, please discuss it with Judith.

# Marriages and Blessings of Civil Marriages in Wallingford

## 3. Readings

During the service there will be one reading from the bible. There are many suitable passages from the bible which deal with a wide range of topics such as love, commitment and the best foundations for living. Some deal more specifically with the love of God and the example that Jesus gave us. There follows a list of readings which are suitable for a wedding.

We suggest that you select two or three likely readings, read them and then ask yourselves the following questions:

- \* Which of the readings makes most sense to me?
- \* Are there words or phrases in some of the readings that I particularly like?
- \* Which of the readings do I find most difficult to understand?
- \* Are there parts of the readings I don't understand and would like to ask about?
- \* Which of the readings reflects best what I hope for in marriage?

If you would like two readings then one of them could be non-biblical, such as a poem or a piece of prose. This is certainly possible, but please discuss this with the Vicar.

## Old Testament and Apocrypha

*Genesis 1: 26-28* God created humankind, male and female; God blessed them and gave them dominion over every living thing that moves upon the earth.

*Song of Solomon 2:10–13 and 8: 6-7*  
Arise, my love, my fair one, and come away.  
Love is as strong as death.

*Tobit 8: 4-8* On their wedding night Tobias and Sarah praise God and pray for their safety so that they may grow old together.

*Jeremiah 3: 31-34* A new covenant, God's law, written in our hearts, so we shall be his people.

## Epistle

*Romans 7: 1-2, 9-18* Paul, using marriage as an analogy for the Christian life, says that according to the law, a person whose previous married partner has died is no longer bound by that marriage. The second part (9-18) calls sin the enemy and 'the flesh' refers to 'fallen' human nature.

*Romans 8: 31-35, 37-39* If God is for us, who is against us? An expression of the Christian's confidence in God.

## Marriages and Blessings of Civil Marriages in Wallingford

- Romans 12: 1, 2, 9-13* Present your bodies as a living sacrifice, be transformed to discern the will of God. This majestic passage continues at verse 9 with examples of the consecrated life and may be a useful alternative to 1 Corinthians 13.
- Romans 15: 1-3, 5-7, 13* Paul describes people living in harmony, in accordance with Christ Jesus, with all joy and peace in believing.
- I Corinthians 13: 1-13* Love, the greatest gift and way.
- Ephesians 3: 14-21* To know the love of Christ is to be rooted and grounded in love. God is the author of all family relationships.
- Ephesians 4: 1-6* Patience, bearing with one another in love; an appeal to maintain unity through the one God and Father of all.
- Ephesians 5: 21-33* Be subject to one another out of reverence for Christ. This description of the Christian household is about mutual self-giving, mirroring Jesus' love for his people
- Philippians 4: 4-9* Rejoice in the Lord always; again I will say, Rejoice! An exhortation for personal growth that places all hope in the God of peace.
- Colossians 3: 12-17* The virtues of the Christian life grow from the new relationship with Jesus as chosen ones are clothed with a new nature. Do everything as if Jesus were doing it.
- 1 John 3: 18-24* God, who knows everything, judges us by the abiding relationship of love to others, rather than by our passing moods. Love is evidence of God's Spirit and presence.
- 1 John 4: 7-12* Beloved, let us love another, because love is from God. To love one another is to have God in us, which influences our daily lives.

### Gospel

- Matthew 5: 1-10* The Beatitudes from the Sermon on the Mount, the keynote of the new age, proclaiming God's blessing upon all who live under his rule.
- Matthew 7: 21, 24-29* Firm foundations are needed for a long-lasting relationship.
- Mark 10: 6-9, 13-16* Jesus' teaching on marriage echoes God's creation purpose. From this comes the gift of children. We enter the Kingdom of God only 'as a child'.

## Marriages and Blessings of Civil Marriages in Wallingford

*John 2: 1-11*

At a village wedding at Cana in Galilee Jesus brings about a wonderful transformation, turning water into wine.

*John 15: 1-8*

Growth and a fruitful life depend on being one with Christ, the 'true vine'.

*John 15: 9-17*

The passage continues, showing that the Christian life is a relationship of love. This is my commandment, that you love one another as I have loved you.

### **Psalms**

*Psalms 67*

May God be gracious to us and bless us.

*Psalms 121*

I lift up my eyes to the hills. A psalm of blessing as we journey through life.

*Psalms 127*

A safe home and a large family are the Lord's gift. Anxiety has no place in the life of the faithful.

*Psalms 128*

May you see your children's children. A large and prosperous family is a reward for devotion to the Lord.

1. Bible Reading	
Read by	

2. Reading	
Read by	

## Marriages and Blessings of Civil Marriages in Wallingford

### 4. The Vows

The vows you will make will be among the most important words you say in your life.

If you are getting married there is a choice of two forms of vows:

**a.**

**Bridegroom:**

I (name) take you (name)  
to be my wife  
to have and to hold  
from this day forward;  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish,  
till death us do part;  
according to God's holy law.  
In the presence of God I make this vow.

**Bride:**

I (name) take you (name)  
to be my husband,  
to have and to hold  
from this day forward;  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish,  
till death us do part;  
according to God's holy law.  
In the presence of God I make this  
vow.

**b.**

**Bridegroom:**

I (name) take you (name)  
to be my wife,  
to have and to hold  
from this day forward;  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish,  
till death do us part,  
according to God's holy law.  
In the presence of God I make this vow.

**Bride:**

I (name) take you (name)  
to be my husband,  
to have and to hold  
from this day forward;  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love, cherish, and obey,  
till death do us part,  
according to God's holy law.  
In the presence of God I make this  
vow.

If you are having a **Blessing following a Civil Marriage**, the vow to which you both give assent is:

*(Name)* and *(Name)*  
you have committed yourselves  
to each other in marriage,  
and your marriage is recognised by law.  
The Church of God understands marriage to be, in the will of God,  
the union of a man and woman,  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish, till parted by death.  
Is this your understanding of the covenant and promise that you have made?

## **Marriages and Blessings of Civil Marriages in Wallingford**

And with regard to the rings the priest will say:

Heavenly Father,  
by your blessing let this/these rings  
be to *(Name)* and *(Name)*  
a symbol of unending love and faithfulness  
and of the promises they have made to each other  
through Jesus Christ our Lord.

### **5. Service Sheets**

It is not essential to have special service sheets printed; the church's hymn books can easily be used. However, you may wish to have personalised service sheets and where this is the case, you must arrange for them to be prepared. You will need to print enough for all your guests plus additional copies for the priest, organist and choir. Please let the officiating priest see a draft of the service sheet before you go to print.

### **6. Bells**

The church bells at St. Mary's Church can be rung as you leave the church after your wedding.

### **7 Flowers**

There are normally flower arrangements in church for the Sunday services, with the exceptions of Advent and Lent. If you would like to arrange flowers yourself or employ a commercial firm, please complete the form and let me know.

### **8. Photography**

#### **Still Photography**

Guests are asked not to take photographs during the service. Please ask your official photographer to check with the officiating priest before the service starts as to what photography is appropriate.

#### **Video Recording**

This is only allowable when the video operator has first signed the enclosed Recording & Livestreaming Permit. Guests are asked not to make video recordings unless they too have signed the permit, and gained the direct permission of the officiating priest. Additional fees are payable if a video recording is made. The position of the equipment must be discreet and agreed with the priest in detail well in advance.

# Marriages and Blessings of Civil Marriages in Wallingford

## Livestreaming

This is available on request. Alternatively, it may be carried out by someone else, provided the enclosed Recording & Livestreaming Permit has been signed. Additional fees are payable if the service is livestreamed, whether by the church or a person you have chosen. The position of the equipment must be discreet and agreed with the priest in detail well in advance.

## 9 Rehearsal

This usually takes place in the week before your wedding at a mutually convenient time. You will need to be there and it would be good to have the best man, the bridesmaids, one of the ushers, and the bride's supporter (usually her father). Please bring your service sheets with you to the rehearsal.

## 10 Fees

The fees set include the basic fees set by the Church of England. Please return the enclosed booking form with the £100 booking fee as set out on the form. The balance must be paid at least four weeks before the wedding.

## 11 Timings

Please ensure that the ushers arrive at the church, along with the groom, at least 30 minutes, and the bride a few moments, before the service is due to start. Leave plenty of time to get ready and to get to the church. Do not let your photographer make you late – find out what photos s/he wants to take before the service and allow adequate time for this.

## Ushers' Responsibilities

Ushers are asked to assist in making the wedding day run as smoothly as possible. Please give them clear instructions as to any seating plans. (Traditionally the bride's family and friends sit on the left and the groom's on the right). After the service the ushers are asked to ensure all the service sheets are cleared away, and that the church is left clean and tidy.

A more detailed description of the role of an Usher can be found here:

<https://www.churchofengland.org/life-events/your-church-wedding/guests-special-roles/being-usher>

Usher 1	
Usher 2	
Usher 3	
Usher 4	

## Marriages and Blessings of Civil Marriages in Wallingford

### Check List

- Return the booking form and deposit.
- Arrange for banns to be read (at Wallingford and in other home parish or parish of residence)
- Arrange a meeting with the Director of Music, Judith Ward (01491 826363)
- Make arrangements for flowers with Angela Devetta (01491 837479)
- Arrange for a draft Order of Service to be seen by the officiating priest.
- Return the banns certificate (if applicable).
- Return Livestreaming / Recording Permit (if applicable).
- Remit remaining fees to the Treasurer's Assistant at least 14 days before your wedding. (Mrs. Jenny Harden, 5 Hurst Close, Wallingford, OX10 9BQ. Tel: 01491 837688). Please contact her to discuss any queries concerning fees and payment.

A prayer for you both as you prepare for marriage:

Almighty God, source of all life and love  
grant that, by thought, word and deed  
we may daily grow closer to each other.  
Grant that, hand in hand, we may all forgive,  
and all understand,  
keeping a trust that never fades.  
Grant us love's eternal qualities –  
friendship, rapture, constancy,  
'til our lives' end,  
through Jesus Christ our Lord.

Amen.



**St Mary's & St Leonard's  
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*open to God, open to all*

## Wedding Booking Form

Full Names: .....

Date of Wedding: ..... Time: ..... Church: St Mary / St Leonard

Address for correspondence: .....

Contact Telephone Number:.....

Email address.....

**Please inform us if you change your address/telephone no. before your wedding.**

### Fees for Weddings

- Charges are calculated according to the rates current at the date of the wedding, not at the time of booking. If your wedding is not in the same calendar year as the date of this booking, please use the figures shown as guidance only.
- If you wish to arrange your own video recording, you must pay the church recording permit fee and complete the permit form.
- If you wish to have the service live-streamed, this can be arranged by the church.
- For recording /livestreaming, additional organist and choir fees must also be paid if you have chosen to have them at the wedding.
- Please note that St Leonard's church does not have bells. If your wedding is to take place there, you may choose to have the bells at St Mary's rung at the end of your service, but weather conditions will affect audibility from outside St Leonard's.
- You will be contacted by our Treasurer's Assistant, Mrs. Jenny Harden, approximately six weeks before the date of your wedding in order to confirm the options you have arranged and to request the balance of fees due. Payment is required at least a month before the wedding.

Set Fees for 2023 wef 1/3/23	
Marriage Service	£ 505.00
Calling of Banns*	£ 34.00
Verger	£ 51.00
<b>Total Set Fees</b>	<b>£ 590.00</b>

Options 2023						
Facility		Y/N	Video/ Livestream		Video Y/N	Live- Stream Y/N
Organist	£112.00		Organist	£56.00		
Choir	£120.00		Choir	£60.00		
St Mary's Bells	£126.00		Fee Recording	£39.00		
			Fee Live-stream	£55.00		
<b>Total</b>			<b>Total</b>			

\* If the Marriage is to be by Special Licence, then this fee is not applicable.)

**Grand Total (Set Fees + all options)** £ \_\_\_\_\_  
**Less: Deposit (paid with booking)** £ 100.00  
**Balance** £ \_\_\_\_\_

- We request the facilities indicated above.
- We have read and understood and accepted the arrangements outlined in the booklet "Weddings and Blessings".
- The deposit of £100 for our wedding will be paid by either:
  - the enclosed cheque, payable to Wallingford PCC; or
  - bank transfer to the following account: Wallingford PCC Sort Code: 30-99-03, A/c No: 00118335; or
  - credit/debit card (deposit only, at marriage interview)

I am happy for the church:

- to contact me to keep me informed about news, events, financial initiatives and services which relate to the parish.
- to hold my details in the parish database.

Signed: ..... Date: .....

To be returned to Wallingford PCC Secretary, 30 Castle Street, Wallingford, OX10 8DL.



**St Mary's & St Leonard's  
Wallingford**

*open to God, open to all*

## FLOWERS AT YOUR WEDDING

Wedding between: \_\_\_\_\_

and \_\_\_\_\_

at \_\_\_\_\_ Church

Date of wedding: \_\_\_\_\_

Time of wedding: \_\_\_\_\_

Flower arrangements are provided as a matter of course. However, these may not be tailored to your particular needs and will vary from week to week.

**Are you planning to have your own special flowers at your wedding? YES / NO**

If you are using your own flower arranger, please bear in mind the following points:

Check with Wendy Muggeridge for a convenient time for your arranger to work in church.

Pedestal stands are available for your flower arrangements in the church.

The pedestal arrangements will need to be left in the church for the following week.

Decorations on the pew ends at St Leonard's should be attached either with white-tack or by tying the containers to the pews. Please remove these during the week following your wedding.

**Please send this form, at least two months before your wedding, to:**

**Mrs. Angela Devetta, 21 Castle Street Wallingford, OX10 8DW.**

**Telephone: 01491 837479**



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**Marriages and Blessing of Civil Marriages in Wallingford**

**Wedding Music Form**

To be sent to: Judith Ward, Director of Music  
[domwallingfordchoir@gmail.com](mailto:domwallingfordchoir@gmail.com)  
Tel: 01491 826363

General Details		
Date of Wedding:		
Time of Wedding:		
Church:	St Leonard's / St Mary's	
Bride / Groom details		
Contact Name:		
Address:		
Telephone:		
Music Details		
Is the Church Choir required?	YES / NO	
Hymns:		
Organ Music Before the Service:		
Organ music at the Bride's Entrance:		
Music during the signing of the registers:		
Organ music at the exit of Bride and Groom:		
Any other music required:	YES / NO – DETAILS	
Any other instrumentalists required (eg trumpeter)	YES / NO – DETAILS	
Any other musicians attending to perform:	YES / NO – DETAILS	
Is a recording to be made of the service	YES / NO	VIDEO / AUDIO / LIVESTREAM

Signed on behalf of the Bride and Groom .....

Print Name: .....



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## RECORDING & LIVESTREAMING PERMIT

### Notice To Permit The Use Of Audio, Video Recording Or Live Streaming Equipment In The Parish Of Wallingford For Marriages And Blessing Of Civil Marriages, Baptisms And Funerals

**Please return one signed copy to the PCC Secretary, and pass one to the person making the recording / live streaming.**

*Please tick as appropriate:*

- Audio recording    video recording    live streaming  
of the    marriage    blessing service    baptism    funeral

of.....and.....

on .....at St Mary's / St Leonard's

This notice is issued by the PCC to give permission for recording or live streaming equipment to be brought in and used inside the church for the purpose of recording or live streaming the above service subject to the following conditions:

1. only one camera may be used; and
2. one fixed position, agreed in advance with the officiant, for the camera during the service, apart from filming the signing of the registers in a marriage, and this must be in a safe location to avoid accidents; and
3. nothing must be taped to the floor, pillars, doors etc except tape to cover trailing cables, in this case it must not leave a residue; and
4. no extra lighting is used; and
5. any necessary licenses for music or songs/hymns, including pre-recordings must be produced before the date on which the recording/live streaming is to be made; and
6. the use of the sound desk must be agreed in advance with the Rector. If necessary, an overview/training in its use can be provided. During the recording or live streaming, no knobs or dials must be altered. The only settings which may be altered are the white and yellow slider to control the volume to the speakers; and
7. it must be made clear to the congregation that the service will be recorded or live streamed, in order to fulfil Safeguarding and GDPR requirements. Particular care must be taken where children and vulnerable adults are concerned to avoid any exposure to camera shots. Close-up shots of the congregation must be avoided. There should be areas available within the church where people who do not wish to be seen can be seated.

#### PLEASE NOTE:

1. The law of copyright is complex. Please recognise that neither the Rector nor the Parochial Church Council has any authority to give copyright permission for the lawful reproduction, recording or live streaming of any work (literary or musical) which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.

2. If the music is provided by our own musicians, in most cases it is covered by the CCLI Streaming and OneLicense Podcast/Streaming licences held by Wallingford PCC. The Director of Music will confirm whether this is the case or not when the music choices are known.
3. If recorded music is used it must be purchased through a legal channel.
4. Certain 'blanket' arrangements have been made to facilitate the recording in church of the texts of marriage services. Without prior application having to be made to the copyright owners, copyright permission, subject to the conditions in paragraph 4, has been given for the recording on either of the following material:
  - Solemnisation of Matrimony from the Book of Common Prayer*
  - The Marriage Service in the Alternative Services Book 1980*
  - The Psalter in the Book of Common Prayer*
  - The Revised Psalter*
  - The Liturgical Psalter*
5. The conditions on which a recording of the material specified in paragraph 4 may be made without prior application are as follows:
  - 5.1 No rights in the recording and no copies of it shall be transferred or assigned in consideration of money or money's worth. *(i.e. the rights in the recording or copies shall not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.)*
  - 5.2 No more than 7 copies of a recording at St Leonard's or 15 copies at St Mary's shall be made.
  - 5.3 The recording, including an extract from it, shall not be exhibited in public.
6. The copyright owners of the material for the wedding service charge no fee for this permission.
7. These 'blanket' arrangements and the permissions relating to the material specified in paragraph 4 do not extend to any part of the service other than the text of the authorised service and psalms from the Psalters. Hymns, anthems, additional prayers etc. are not covered by these permissions and it is the responsibility of the livestreamer / video operator to obtain permission for such other copyright material which is included in the service, including any recorded music mentioned in paragraph 3 above. *(Copyright subsists in a work until 70 years have elapsed since the end of the calendar year in which the originator – author, composer, arranger etc – died).* When there is doubt whether the material is copyright, the publisher will usually be able to assist. So far as copyright of music and lyrics is concerned, detailed advice is available from "The Mechanical Copyright Protection Society Ltd., 41 Streatham High Road, London, SW16 1ER, Tel. 0181 769 4400.

- 8. The officiating priest retains Intellectual Copyright of his/her own material.
- 9. The musicians retain Copyright of their material.
- 10. Additional fees are payable when services are recorded or livestreamed, as detailed on the Booking Form. .

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- \* I have read the whole of this notice.
- \* I accept that I have been given permission to bring audio, video recording or live streaming equipment into the church and to use it only in accordance with the conditions specified above.
- \* I acknowledge that I have not been given copyright permission or authorization for the recording of any material of performance which may be protected by law.
- \* I confirm that I have the necessary streaming licenses, if not covered by the CCLI and OneLicense Streaming licenses held by Wallingford PCC.

Signed .....Date.....

**Name and address of sound recordist/video operator/live streamer (please print)**

Name .....

Address .....

.....

Email address .....