

# CHRIST CHURCH, EATON

Vicar: The Rev Dr Patrick Richmond

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[www.eatonparish.com/CCEpages/christchurch.htm](http://www.eatonparish.com/CCEpages/christchurch.htm)

Ms Lynn Glover

Parishes Office

41 Church Lane

Eaton

Norwich NR4 6NW

01603 473646

[office@eatonparish.com](mailto:office@eatonparish.com)

## 2018 WEDDING INFORMATION FOR CHRIST CHURCH, EATON

We hope these notes will help you in planning your wedding at Christ Church.

### BOOKING

Normally, the first step is to speak to Patrick, the vicar. He will help you fill in the Welcome Form, discuss matters arising from this, and discuss dates and times with you.

The Parish Office at St Andrew's Church Hall (address above) can provide information sheets, which are also available from [www.eatonparish.com/CCEpages/weddings.htm](http://www.eatonparish.com/CCEpages/weddings.htm)

It is possible to check whether there are any weddings or other events already planned in Christ Church on the Events Calendar at [www.eatonparish.com/CCEpages/diarydates.htm](http://www.eatonparish.com/CCEpages/diarydates.htm) and the Parishes Office can help you check. We normally allow at least 30 minutes before a wedding, 45 minutes for the wedding and 45 minutes after that, so it is often possible to host more than one wedding on a day.

To avoid misunderstandings, **your wedding is *not* confirmed until the completed Welcome Form and the banns fee (£28 in 2017) has been received by the office and you have written confirmation.** The Office usually writes at the beginning of the year of your wedding, after fees are updated for the year. We will not give your unconfirmed times entered on the online events calendar to anyone else without your consent before that. You can seek confirmation earlier if necessary.

### MEETINGS AND PREPARATION

You will normally meet with the vicar or the priest taking your wedding to discuss general issues and fill in forms at a date and time by mutual arrangement, as above.

We offer *Loving for Life*, a marriage enrichment day, with a free lunch, from 10.50am-3.00pm. (Please don't come earlier than 10.30am, when handouts are given and drinks will be served).

This is followed by a special meeting looking at the meaning of the marriage service and musical options with the Vicar, the Organist and other couples marrying this year, after *Loving for Life*, from 3.15pm to 5.00pm. **This is at St Andrew's Church Hall NR4 6NW and is booked on 3<sup>rd</sup> March in 2018.**

### ORGANIST, MUSIC AND CHOIR

Matt Wright, our organist, is responsible for all music in the church, including our choir. With Matt's permission it is possible for you to play mp3 music files in church. It is also possible to book our choir for your wedding. They would normally sing an anthem during the signing of the registers as well as supporting the singing of the congregation in the hymns. Please see the separate sheets about music and hymns at [www.eatonparish.com/CCEpages/weddings.htm](http://www.eatonparish.com/CCEpages/weddings.htm)

**Please contact the organist about all your musical requests at least 4 months before your wedding:**

Mr Matthew Wright  
17 St Anne's Road  
Framingham Earl  
Norwich  
NR14 7TH  
emails: [music\\_mcw@hotmail.com](mailto:music_mcw@hotmail.com) (home) please NB the underscore\_  
[matthew@norwichbooksandmusic.co.uk](mailto:matthew@norwichbooksandmusic.co.uk) (work)

## **FLOWERS**

There are usually flowers in church except in Advent and Lent. If you wish to arrange your own flowers or engage a florist please inform the Office. If there are church flower arrangements still in position please put them carefully in the kitchen area in church and do not throw them away.

Since there is limited time to put in new flowers for the Sunday services when there are Friday and Saturday Weddings it **would be greatly appreciated if you could please leave some flowers in the church for the Sunday services**, except in Advent and Lent when no flowers are needed.

## **READING THE BANNS**

Normally people marry in church by banns, which are announcements of your intention to marry. These will be read out to the main congregation at Christ Church at the 10am service, and we will pray for you. It would be great if you can be here for a reading of your Banns.

**Please note that if either or both of you live in another parish, you need to arrange for banns to be called in the other parish(es) as well.**

In 2018, the reading of Banns at the other parish will cost an **additional £29** and the banns certificate to show that they have been called will cost **£14**, both paid to the parish in which those banns are read. The Banns will need to be read in your home parish on **three Sundays before the wedding** and the banns certificate should then be sent to our office as soon as it is received. **Please get it to the Office two weeks before the wedding at the very latest. You can't be married without it. Please don't leave it too late!**

If you are at all uncertain regarding *any* aspect of the banns process or fees, please contact Ms Lynn Glover, Parishes Office, 41 Church Lane, Norwich NR4 6NW (Tel 01603 473646, [office@eatonparish.com](mailto:office@eatonparish.com)). The Office will normally contact you three months before your wedding date regarding the Banns of Marriage.

**Your banns will normally be read at the 10am service at Christ Church, two full months prior to your wedding date, on the first three Sundays of the month** (e.g. On the first three Sundays of June if your wedding is in August).

**If you want different dates for the reading of your banns please contact the administrator.** These dates should be consecutive, cannot be more than 3 months before the wedding and, normally, not less than 6 weeks before it, please.

## **REHEARSAL ARRANGEMENTS**

Please contact the office about four weeks before the big day to check who is officiating at your wedding if you are unsure, though normally you will know long before this. The rehearsal is usually at 815pm in church on the Thursday before the wedding, but please confirm this with

the vicar or priest taking your wedding. Earlier times may be possible. The officiating priest will normally contact you to confirm the date and time of any meetings and the rehearsal.

The rehearsal takes place at Christ Church and 'walks through' your service, discussing practicalities. You can find a description of what happens at <http://www.eatonparish.com/CCEpages/pdf/CCE%20wedding%20rehearsal%20and%20service%20notes.pdf>

Please bring your orders of service to the rehearsal, which normally lasts about an hour.

### **CAR PARKING**

We reserve space for the Bride's car to park at the front of Christ Church and there are a few private spaces near the church porch. Church Avenue, the road around the church easily becomes congested. **Please stress to your guests that they should not block the road, nor any entrances. Please do not park on grass verges nor move stones (which are to protect verges).**

Please encourage guests to park in one of the nearby roads. Christchurch Road has parking restrictions 8am-630pm Monday-Saturday, but it is possible to park in some spaces for two hours even while restrictions apply and parking is also possible in nearby roads. In addition, by prior arrangement, Notcutts Garden Centre, Daniels Road, NR4 6QP, 01603 453155, [norwich@notcutts.co.uk](mailto:norwich@notcutts.co.uk) will usually allow wedding guests to park at their car park.

### **PHOTOGRAPHS, VIDEO AND RECORDINGS**

We allow photos by your professional photographer without flash during the service and with flash for the signing of the registers. Guests are welcome to take photos with flash of the entrance of the bride and immediately after the service as the bride and groom process down the aisle. If you wish to video or record the service, there is no fee, but please discuss this with the vicar and inform the organist.

### **CONFETTI**

Please use rice, rose petals or other **biodegradable** confetti. Please do not throw it anywhere near the church doors to avoid it blowing into the building.

### **WHAT WILL IT ALL COST IN 2018?**

**Marriage Service      £441.00**

This includes the church, vicar, a verger, lighting and administration.

### **Publication of banns at Christ Church £29.00**

Banns are necessary unless you are marrying by licence. **Please remember that if either or both of you live in another parish, you must arrange for banns to be called in the other parish(es) as well.** In 2018, the reading of Banns at the other parish will cost an additional **£29** and the banns certificate to prove that they have been called will cost **£14**, both paid to the parish in which those banns are read.

**Marriage Certificate    £4.00**

Optional, provided at the service. Multiple copies are possible at the same price.

**Organist                £95.00**

(Optional, but Matt Wright, the director of music, has rights to all music in the church so you will need his consent for all other music. Playing mp3 files is possible. Matt will play them on our 100W speaker system for a fee of £10, additional to this basic fee. He also charges extra for

extra meetings and special music, should they be required. Extras are decided in consultation with Matt and need to be agreed by the first reading of the banns at Christ Church, at least two months before the wedding. You can avoid extra meetings by attending Matt's session on the *Loving for Life* day and then by attending church and meeting with him after a service, by arrangement.

**Organist with Choir    £205**

Optional. Please consult the director of music, Matt Wright as soon as possible if you might like the choir. As above, please note there would be an extra fee for special music, by arrangement.

**Heating Charge            £65.00**

Required from October to March. Heating is optional at other times, but you must confirm you want it and pay *before* the day of your wedding.

**Cheques should be made payable to:**

***'Eaton, Christ Church PCC Fees Account'***

**Please send cheques to: Parishes Office, 41 Church Lane, Norwich NR4 6NW.**

**It is possible to pay by BACS.** Please contact the Office (01603 473646, [office@eatonparish.com](mailto:office@eatonparish.com)) and pay BACS to Eaton Christ Church Fees Account Account Number 10197017 Sort Code 206253  
Please remember to use your surname as a reference.

**LAST UPDATED: 12.12.2017**