

Proof of current use of name & address

(one from the list below)

- a. Utility bill (from last 6 months)
- b. Bank or Building Society statement (from last month)
- c. Council tax bill (from last 12 months)
- d. Mortgage statement (from last 12 months)
- e. Current Residential Tenancy Agreement: or
- f. Valid full UK Driving Licence or provisional Driving Licence

Proof of Change of Name

(if relevant)

If either of you has changed your name from that shown on any of the documentation, then you must provide evidence of the change of name (e.g. deed poll, previous marriage certificate, decree absolute)

Our Parish Office contact details are here:

The Parish Office, 81 The Green, Kings Norton
Birmingham, B38 8RU

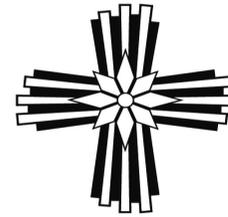
Tel No: 0121 458 3289

Email: parishoffice@kingsnorton.org.uk

Website: www.kingsnorton.org.uk

Our website has a whole section dedicated to weddings.

M2



**KINGS NORTON
TEAM PARISH**

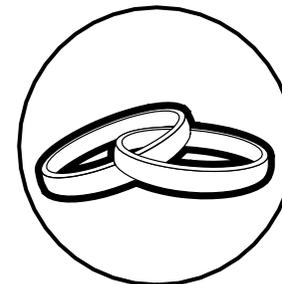
Marriage

at

St Nicolas Parish Church

Information Booklet

**Please read the information in this booklet carefully
and keep in a safe place**



Marriage in St Nicolas

We are blessed at St Nicolas in being able to marry so many people.

We welcome all enquiries at every stage of preparation. Please ask!

Every act of worship in St Nicolas is unique - a time and a place in which we hear and receive God's promises.

This is true at weddings just as on Sundays and at every other service. Please trust us to ensure that every wedding is rich in promise and serenity – and that all will know how deep and life-long is God's love and promise for all who are married here.

Every service in St Nicolas is also part of the 900 year old story of God's love in and for the people of Kings Norton.

In our ancient building, we want everyone to know that the same story continues – for all. We are a living community, open to all and trusting in God's loving promises. This is why we encourage everyone being married here to share in the wider life of the church – not as a duty, but as people like us, wanting more of the love which is God's gift for life. We do ask you to visit the parish website on www.kingsnorton.org.uk to discover more of our whole life as a church.

What next?

Every Thursday, St Nicolas is open for all enquiries relating to your wedding between 6.30pm and 8pm.

Clergy and church members will be there to answer any questions that you might have and to explain what has to be done. If Thursday night is really not possible for you, please contact the Parish Office (0121 458 3289)

Please note that we are not open for marriage enquiries on Maundy Thursday or during December.

We have much experience in what can help every wedding to be the day that every bride and groom wants and needs – and also of what may be unhelpful. Please ask!

With our prayers and good wishes in all that you hope for.

Revd Larry Wright

Documents Required as Proof of Nationality

1. Valid (current) UK / EEA / Swiss Passport **OR**
2. Valid (current) National Identity Card from an EEA Country or Switzerland

If you can produce one of the above , this is all that is required.

If not, see 3 - 5

3. Certificate of Registration/Certificate of Naturalisation as a British Citizen from the Secretary of State **OR**
4. If born before 01/01/1983:
a UK birth certificate

OR

5. If born between 01/01/1983 and 30/06/2006:
a full UK birth certificate (I.e. a birth certificate that shows parents' full names) **AND**

proof that one parent was a British National or proof that they had indefinite leave to remain in the UK at the time of the person's birth (e.g. *British passport which was valid at the time of the birth or parent's UK birth certificate from before 01/01/1983. If in doubt please contact Diocesan Registry for advice*)

AND

(if relying on the father as the British National) the parents' marriage certificate

Your Wedding Rehearsal is at 7 pm

on Thursday

This is a very important part of your preparation. It takes place in St Nicolas' Church and is only for you, the couple, not for your best man or attendants. You will be rehearsed, along with other couples who are to be married on the same day. Don't worry that it seems to be a long time before your wedding: you are not expected to remember any of it! At the wedding rehearsal you will meet with the member of clergy who is conducting your wedding and:

1. The Marriage Administration Form (which you have already handed in) will be checked and the final bits will be completed.
2. You will pay the full outstanding balance of fees in cash or by cheque. Cheques should be made payable to KNPC (this stands for *Kings Norton Parochial Church Council*). We regret we cannot accept post-dated cheques and do not have credit card facilities.
3. You will bring in a draft copy of your order of service if you are printing them. The member of clergy may suggest amendments or additions to the wording.
4. You will bring the Certificate of Banns form(s) if your banns have been read at any other churches.
5. You will walk through the marriage service with the member of clergy and get a feel for the promises that you will be making to each other.
6. There will be opportunity for you to ask questions and discuss readings/hymns.

Can I be married in St Nicolas Church?

If you can answer 'Yes' to the following questions, then you can be married in St Nicolas Church:

- Are you both UK/EU/Swiss citizens?
- Are you both over 18 years old?
- Does one or both of you live in the parish?
- Are you both single, with no previous marriages that have been dissolved?

If you do not fulfil all these conditions, it may still be possible for you to be married here, but you will need a conversation with a member of clergy. If this has not already been arranged, then please come back and ask about what needs to happen.

Anyone wanting to be married has to prove that they are legally free to marry. Marriage by Banns is the usual way of proving this, but in some cases, marriage by Licence may be required. We will advise you.

Marriage by Banns

This means that, by law, banns (notice of marriage) must be "called" in the parish in which you are to be married for three consecutive weeks in the three months before the wedding date. Anyone who knows any reason in law why you may not be married is asked to declare it. Your banns will be called in St Nicolas' during the 10.30 am service on the three Sundays following your **third** meeting with the marriage clerks (see back page).

1. If you both live in the parish of Kings Norton, you do not need to arrange for banns to be called elsewhere.

2. If one or both of you live in other parishes, you need to arrange for banns to be called in these other parishes as well. This is a legal requirement.

As soon as you have seen the marriage clerks for the **third** meeting, about three months before your wedding, you must contact the parish priest(s) or parish office(s) where you live and arrange for them to call your banns. They will charge a fee for this which changes on a yearly basis. The parish priest(s) will complete a banns certificate after the banns have been called for the third time. You must collect this and bring it to your wedding rehearsal.

You may like to ask for your banns in other parishes to be called in the weeks following their calling in St Nicolas', so you can go and hear them.

3. If you both live outside the parish of Kings Norton, the law requires you to “qualify” for marriage here:

Either by

Qualifying Connection

The Marriage Clerks will explain what this means in more detail when you first ask them about being married at St Nicolas. If you have a Qualifying Connection, you will be asked to complete and return a special form, together with the documentary proof of the Qualifying Connection which we need before we can confirm your requested date.

Or by

Regular attendance at Sunday Worship in the Parish for 6 months

To do this, if you both live outside the parish, one or both of you must attend worship at one of the parish's churches regularly for at least six months before the banns can be called. This means that you will need to begin attending worship at least **nine** months before the date on which you would like to be married. The law requires that we have documentary proof that you are attending regularly. The Marriage Clerks will explain how you will provide this, and give you an attendance diary to complete.

You must notify the Parish Office at once if you move house or any of your contact details change as this may invalidate your qualification for marriage here.

Your Third Meeting with the Marriage Clerks

Your **3rd** Meeting is on

Thursday between 6.30 pm and 8.00 pm in St Nicolas Church.

You will need to bring:

1. Proof of nationality and address (see list of documents on p 11-12.)
2. Completed forms M5, M6 & M8

The marriage clerks will:

- A. Check your contact details
- B. Check and photocopy your documents for our files (this is a legal requirement)
- C. Check you have completed the administration forms correctly
- D. Enter your names in the Banns book and give you the dates when these will be read in St Nicolas
- E. If either or both of you live outside the parish, the Marriage Clerks will explain the need to arrange for banns to be called in your own parish church(es)
- F. You will be given dates for the preparatory session (see below) which we ask you to attend.

In preparation for your wedding you are asked to attend:

Marriage in St Nicolas (3/4 -1 hr)

What really happens in Christian Marriage?

What promises does God give? What promises do you make?

This takes place at 8 pm on Thursdays in St Nicolas Church on the dates you were given. Please book in for one of the dates.

learn about the information you were given or have on Thursday evening between 6.30 pm and 8 pm.

Your Second Meeting with the Marriage Clerks

Your **2nd** Meeting is on

Thursday between 6.30 pm and 8.00 pm in St Nicolas Church.

You will need to bring:

1. Proof of nationality and address (see list of documents on p 11-12)
2. If **both** of you live outside the parish, then you will need to produce the completed Qualifying Connection Form M12 (pink) with appropriate original documents for verification by a member of the clergy **OR** the Church Attendance Register M11 (yellow), duly completed to prove your qualification by 6 months of regular attendance at Sunday worship. If you have not completed this you still have time, but it must be completed before your **third** meeting.

The marriage clerks:

- A. Will check your documents for proof of identity and address
- B. Will check your qualification method and photocopy documents for our files
- C. Will check your contact details
- D. Will give you forms to complete and return at your **third** meeting.

Marriage by Common (Bishop's) or Superintendent Registrar's Licence

This is what happens if:

- A wedding has to be arranged without there being time for the banns to be called or has to be re-arranged at short notice
- For good reason a couple do not wish their names to be read out in public
- One or both of the couple is not a UK/EU/Swiss national
- You are currently living abroad

In any of these cases, you will need to apply for a Licence instead of following the banns procedure. If you are in any doubt, please arrange to talk to the Rector or their representative.

If we advise you that you will need to be married by Licence, we will tell you what you need to do next.

Your Wedding

Important Dates for your Diary & What to expect

The following pages contain information about your wedding and the meetings that you will need to attend. It is very important that you attend **ALL OF THESE DATES**. If you are unable to attend any of these meetings, please notify the Parish Office on 458 3289.

**FAILURE TO ATTEND OR GIVE GOOD REASON MAY
RESULT IN YOUR WEDDING BEING CANCELLED.**

Your First Meeting with the Marriage Clerks

You should have already had your 1st Meeting with the Marriage Clerks. During this meeting the following took place:

1. Your wedding was entered into the wedding diary and you paid a **non refundable** booking fee of £250 and received a receipt. Do keep this safe.
2. You will have been given a list of fees payable. These are updated every January, and thus are subject to change. If your wedding is not in this year then new fees will apply.
3. You will have been given dates of important meetings and the date of your wedding rehearsal (see pages 8-10). **Please make a careful note of these.**
4. You will have been asked to provide at your next meeting proof of nationality and residence. The list of documents required is on pages 11 & 12.
5. If you both live outside the parish, then you will have had explained the attendance requirements and/or qualifying connection rules and been given forms M11 & M12 to complete and return.
6. If either of you has been married before you will need an interview with the Rector and been advised as to when to return for this.
7. If you have requested to be married within three months of booking your wedding AND/OR one or both of you is a foreign national, you will have had the need to apply for a Common Licence or a Superintendent Registrar's Certificate explained.
8. If neither of you live in the parish, and you are not able to attend church regularly to join the electoral roll, then the option to apply for a Special Licence from the Archbishop of Canterbury will have been explained.