



## Weddings at St Bartholomew's Church, Ducklington

Congratulations on your forthcoming marriage and we hope that we, at St Bartholomew's, can be part of your special day. We hope you will find this "check-list" helpful with planning your day.

1. Please contact our Administrator (by email – [admin@ducklingtonchurch.org.uk](mailto:admin@ducklingtonchurch.org.uk) ) to start the arrangements for your wedding. If you have a date or month in mind, please say so.
2. We will get back to you and let you know what dates are available and will send you a brief check list just to check your eligibility to marry at St Bartholomew's.
3. The Rector will then contact you to make an appointment to discuss your marriage and wedding. Please bring with you proof of identity and residence at that first meeting.
4. Once the Rector can confirm that your wedding can take place, we will ask you for a deposit of £50 to secure the date.
5. We will then ask you to arrange a meeting date to confirm flowers choices and also to set a date to complete the legal documentation. You will be sent a list of the types of documentation that you will need to produce. This will be approximately 4 months before the wedding date.
6. Once your flower choices are made, we will then send you an invoice for all the costs. This will need to be paid at least six weeks before the wedding date.
7. Your Banns will need to be read no earlier than 3 months and at least 3 weeks before the wedding date, and on 3 separate occasions in church. We will advise you when that will happen so that you can attend at least one of those services. If Ducklington isn't your parish or both of your parishes, then you will also need to arrange the reading of banns at your parish church.
8. Your flowers will need to be delivered to church two days before the wedding and before 3pm
9. You will be encouraged to use the church flower ladies to arrange your flowers rather than outside florists. You are also asked to leave at least one pedestal of flowers in church for all to enjoy at the next worship service, rather than taking them away after the wedding.
10. A rehearsal for the wedding will take place, usually the day before and the rector will confirm this with you.