

## WEDDINGS AT CAMBRAY

Marriage is a gift from God to be enjoyed for life. Therefore we take the preparation and planning for your special day very seriously, wishing to support you in any way we can as you consider the commitment of marriage and your future life together.

If you are planning a wedding at Cambray Baptist Church here are some points you need to consider when making your wedding plans:

1. Contact the Senior Pastor (Alwyn Barry ☎07400 067078) or the Associate Pastor (Tim Martin ☎01242 269500), to discuss preliminary details. These include arranging marriage preparation sessions, ensuring that the Senior Pastor/Associate Pastor is happy to perform the ceremony and is available on your proposed date. (It is important that these issues are clarified right at the start - the church reserves the right to refuse to marry couples under certain circumstances).
2. Contact the Church Office ☎ 01242 584672 (email [office@cambray.org](mailto:office@cambray.org)), to check that the church is available on your proposed date. Don't forget to book a date for a rehearsal preferably the day before the wedding and ensure that the Senior/Associate Pastor is also available.. The proposed use of any of the Church halls or kitchens also needs to be agreed at this time with the Church Secretary or Church Manager.
3. You will also be required to complete the Cambray Wedding Planner/Checklist to ensure that we have the names and contact details for those taking part in the wedding.
4. A responsible person from Cambray who is a keyholder MUST be appointed to open up the church premises before the wedding and the rehearsal. Duties include:
  - Placing 2 no-waiting cones outside the forecourt (early in the day).
  - Heating turned on (winter) or windows opened (summer) in advance.
  - Unlocking the premises (ensuring fire-exits are unlocked).
  - Arranging furniture as required (ensuring exit-routes are maintained).
  - Returning all furniture, rooms and kitchens to their original state, sweeping/vacuuming afterwards as necessary (including any confetti

on forecourt). The Church encourages the use of bio-degradable confetti outside in the forecourt.

- If you re-arrange the Church seating in any way, please ensure that the ushers/helpers re-instate the seats to their original position after the service. It would be helpful to ensure that your ushers for the service are conversant with the church layout, and know where the toilets, emergency exits, extinguishers, etc are located. (Plan of regular layout will be supplied)
- Locking up premises at conclusion.

**Please Note:** Saturday is the caretaker's day-off, however, Pete Brown may (if available), agree to perform these tasks (but not moving chairs in Church). If Pete is *not* available, then you will need to make alternative arrangements and liaise with the Church Office.

5. Contact one of the 'Authorised Persons' who have the authority to legalise your marriage on the wedding day:
  - Roger Turner ☎ 01242 525268 or
  - Tim Martin ☎01242 269500 or
  - Fiona Sheppard ☎ 01242 679736

It will be necessary to confirm that one of them is available to attend the service on your proposed date. They will also explain what is necessary (legally) for the ceremony to proceed, explaining that you will both need to make an appointment to attend a meeting with the Superintendent Registrar, the Registry Office, St. George's Road, Cheltenham ☎ 01242 532455, or the Registrar in your local Registration District to obtain the necessary certificates required in order to marry. (Remember to take your birth certificates and/or passports with you). The certificates issued by the Registrar have a fee per person and are valid for 12 months. The ceremony cannot take place without these certificates, which must be given to the one of the Church 'Authorised Persons', as referred to above, 6-8 weeks prior to the wedding.

After the ceremony, the Church 'Authorised Person' will provide you with a certified copy of the "Marriage Certificate".

6. An organist, pianist, or other musicians may be requested for the wedding service. The Church Office will, if required, provide names and telephone numbers of the Cambray musicians.

7. In order to provide amplification and recordings of the service a Cambray Sound Operator will be required for the sound-desk and video input. The Church Office will be able to give you the names and telephone numbers of those trained to operate the system. If you would like a Powerpoint presentation then a further Technical Operator will be required.
8. Please note that the Church does not organise catering for weddings, however, external caterers may be brought in. If you wish to use the premises for ANY catering you will need to notify the Head of Catering, Linda Trevorrow ☎ 01242 575477(email catering@cambray.org) (or via Church Manager).
9. Please note that smoking is not permitted on the church premises.

10. **IMPORTANT**

Wedding Cars **only** may be parked immediately outside the Church for the duration of the Wedding. You will need to apply for a parking permit/s if you wish a wedding car/s to be parked on the paved area during the wedding service.

The website for obtaining a parking permit is:

<https://secure.mipermit.com/gloucestershire/Account/PermitPurchase.aspx?PermitType=WAIVER>

At present the cost is £10 per permit and you will need to provide the vehicle registration number when applying for a permit. Please notify the Church Manager of your arrangements.

11. **CHARGING POLICY - IMPORTANT**

If you regularly attend Cambray Baptist Church, no charge is made for use of the buildings, or the work undertaken by the Ministers, 'Authorised Persons', Musicians, or Sound/Visuals Team. Since most of these people are volunteers, you may wish to find an appropriate way to thank them for the extra work that they will be doing to help make your wedding service a wonderful and memorable occasion.

If you do not regularly attend Cambray Baptist Church but your family has a close connection with Cambray, a charge may be requested to cover costs and wages.

If you do not have a connection with Cambray Baptist Church at all, we would not normally conduct a wedding for you. However, in the exceptional case that we do, we will apply a charge equivalent to that of the Church of England.

12. **IMPORTANT**

If balloon/flags/etc are likely to be tied to any part of the church building including the railings, permission **must** be sought in advance from Cheltenham Borough Council enforcement officer. (The fine for non-compliance is £5,000). (A copy of the church policy is attached to the Wedding Planner).

24.02.2018



Registered Charity Number 1156858



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