

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 ☎07846 932787), 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 Church Office ☎01242 584672 (email office@cambray.org) or the Church Manager, Hannah Watson (email manager@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 needs to be agreed at this time with the Church Office.
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).
- Security to ensure people are aware of a wedding taking place.
- Locking up premises at conclusion.

If you re-arrange the Church seating, 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.

5. Contact one of the 'Authorised Persons' who have the authority to legalise your marriage on the wedding day:

Suzanne Rouse	07710 407018	registrars@cambray.org
Tim Martin	07846 932787	registrars@cambray.org

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 ☎01452 425060, or the Registrar in your local Registration District to complete the necessary Marriage Schedule. **Please note** this document is required in order for you to marry. Remember to take your birth certificates and/or passports with you. The Marriage Schedule will be provided by the Superintendent Registrar after **28 days** and is valid for **12 months** from the date of issue. The ceremony cannot take place without this Marriage Schedule which must be given to one of the Church 'Authorised Persons', as referred to above, 6-8 weeks prior to the wedding.

Couples no longer sign a Marriage Register or are given a Marriage Certificate during the ceremony; instead, you will sign the Marriage Schedule, and the Authorised Person will return the completed signed Marriage Schedule to the Registry Office within 21 days of your marriage. Once the completed signed Marriage Schedule is received at the Registry Office, the details will be entered on the Electronic Marriage Register within 7 days after which your Marriage Certificate will be available to order online.

There is a charge of £11 per Certificate. The Marriage Certificate/s will be sent via Royal Mail 2nd Class. Alternatively, your Marriage Certificate/s can be ordered and despatched within 24 hours of receipt at a cost of £35 per Certificate and will be sent via Royal Mail 1st Class.

Gloucestershire Registration Website

<https://www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships/order-certificates/>

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, recordings, livestream, PowerPoint projection etc, Cambray Audio/Visual Operator(s) will be required. Our AV overseer is Chris Wheatley (email wheatleyc@12br.uk tel 07942231590).
8. Please note that the Church does not organise catering for weddings, however, you may bring in external caterers – please contact the Church Office to discuss.
9. Please note that smoking is not permitted on the church premises.

IMPORTANT INFORMATION

1. 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 permit/s required are known as red waivers, which allow the holder to park on single/double yellow lines for a specified time. The website for obtaining a parking permit is:
<https://secure.mipermits.com/gloucestershire/Account/PermitPurchase.aspx?PermitType=WAIVER>

At the time of writing, the cost is £25 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.

2. 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.

3. If balloons, flowers, flags or notices are likely to be tied to any part of the church building (including the railings), permission must be sought in advance from the current Cheltenham Borough Council enforcement and compliance officer. The current enforcement officer is Casey Harding (email casey.harding@cheltenham.gov.uk tel 01242 264180). The fine for non-compliance is **£5,000**.



Registered Charity Number 1156858