

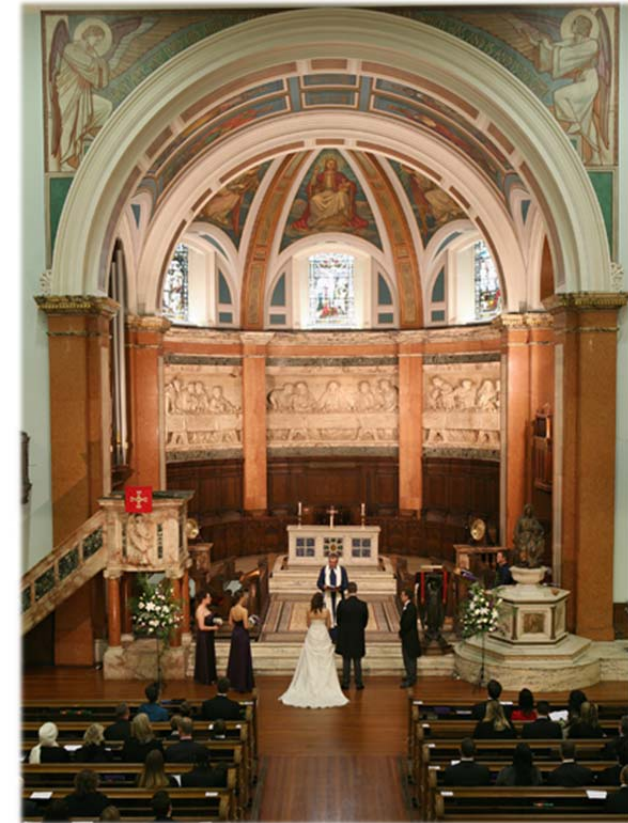


## Marriages in The Parish Church of St. Cuthbert, Edinburgh

## THE PARISH CHURCH OF ST CUTHBERT



## INFORMATION FOR WEDDINGS



*The Minister and the Kirk Session are pleased to make the services and the facilities of this church available to any couple who sincerely wish a Christian service rather than a civil marriage. We hope these notes will be helpful to couples who are planning their wedding.*

***We hope you may find the information on the following pages helpful***

## HOW DO WE ARRANGE A WEDDING?



Please contact our Wedding Co-ordinator via the church office at the address given at the end of this leaflet as soon as you have decided on a date, even if it is a year or more ahead. Saturdays are obviously popular so it is best to book well in advance. We will confirm if the date is free in the church diary and our Minister's availability if you wish him to conduct the ceremony. He will arrange to meet you and will also suggest a time for the rehearsal. If you wish to have your own Minister, please let us know his/her name and contact details.

## DO WE NEED TO BE CHURCH MEMBERS TO BE MARRIED IN CHURCH?

No. Membership is not a condition of marriage.

## IS IT POSSIBLE FOR DIVORCEES TO BE MARRIED IN CHURCH?

Yes. In the Church of Scotland those who have been married and divorced can be remarried at the discretion of the Minister. You will find that the Minister will not make your situation into a problem, but you must inform him of the situation when you first discuss the wedding.

## IS IT WRONG TO BE MARRIED IN CHURCH IF WE ARE NOT MEMBERS?

Only if you are making use of the Church as a picturesque setting.

If you have enough faith to see your marriage as a God-given relationship and acknowledge the guiding role that God should have in your marriage, it is sensible and right that there should be a religious dimension to the wedding. Many couples opt for a Registry Office ceremony because of a mistaken belief that it would be hypocritical to ask for a church wedding. If you are in doubt, the Minister will be pleased to discuss this with you.

## WHAT ABOUT COUPLES WHO ARE ALREADY LIVING TOGETHER?

The church has always been in favour of lifelong commitment in a formal marriage relationship. If you have been living together and have reached the point of wanting to convert your relationship into marriage, you will find that this is the point from which the Minister starts.



## IS THE CHURCH SUITABLE ONLY FOR BIG WEDDINGS?

Certainly not. It makes no difference whether there are five people present or five hundred. The minimum is a bride, a bridegroom, a Minister and two witnesses. If you are planning to have less than thirty people you may like to consider the use of the Memorial Chapel, or hold the marriage service in the chancel. The Minister/Wedding Co-ordinator will be pleased to discuss all of the options and possibilities with you.



### THE WEDDING CEREMONY

A leaflet explaining the form of service, the various possible options for your ceremony, wording of vows, your choice of readings, hymns etc and the spiritual significance of the ceremony will be sent to you, and you can discuss any of these matters with the Minister when he meets you.

## DO WE HAVE A REHEARSAL?

Yes, the rehearsal is normally held on the Thursday or Friday immediately before the wedding but other arrangements can be made. The rehearsal normally lasts no longer than half an hour.

## THE MARRIAGE SCHEDULE

It is the responsibility of the parties to obtain a fully valid marriage schedule from the Registration Authorities and present it to the Minister at the rehearsal in the church. The main Registrars' Office is at 59-63 George IV Bridge, Edinburgh EH1 1RN (Tel No 0131 529 2600). The minimum time to contact the Registrar is 28 days before the wedding date.

The signing of the schedule normally takes place in the Anam Chara Chapel to the side of the main sanctuary after the couple have been declared husband and wife, and two witnesses are required. When the Minister has completed the schedule, he will hand it to whoever has been given responsibility for returning it to the Registrar. This is vitally important otherwise the marriage will not be recognised in law.

## ARE VIDEOS AND PHOTOGRAPHS ALLOWED IN CHURCH?

Yes, but there can be no flash photography (including mobile phones) during the service itself. Couples should advise their photographer and their guests of this. Non-flash photographs and videos may be taken during the service, provided the photographer/cameraman is positioned unobtrusively, as directed by the Minister. The Minister/Wedding Co-ordinator will provide you with a guidance leaflet to pass on to your photographer/videographer. Guests are welcome to take pictures of the signing of the marriage schedule, and when the bridal party is coming down the aisle after the service. Please ensure that this information is passed to your guests and photographer. Official photographs may be taken in the churchyard without charge. Application for a permit must be made to the City of Edinburgh Council if you wish to have photographs taken in Princes Street Gardens.

## MUSIC



It is for you to choose and provide whatever musical accompaniment you wish at your wedding. Please let us know, however, if you wish:

- The services of the church organist to play the organ and/or piano;
- Members of the church choir to sing at your wedding;
- To make a video/DVD or sound recording of the ceremony.

You should discuss your choice of hymns with the Minister, and you should notify us of your choice of hymns/music no later than 6 weeks before your wedding date. If you wish to bring your own organist/pianist, please contact the Wedding Co-ordinator.

## SOLOISTS

If you wish to bring your own vocal or instrumental soloist(s), this is quite acceptable, but you should discuss it with the Wedding Co-ordinator and organist first. If this involves the organist in more than one rehearsal with the soloist, an additional fee of £20 will be charged. For visiting singers or instrumentalists requiring organ accompaniment, a suitable arrangement to rehearse the music must be made with the organist.

## ORGANIST

The organist is normally available to see wedding parties after the Sunday 11am service to discuss your choice of music, but arrangements should be made in advance with the Wedding Co-ordinator via the address below.

## FLOWERS

The Church Flower Convener will be able to give information about floral decorations. Arrangements for access to the church for your florist should be made with the Wedding Co-ordinator. A few pedestals are available for use if required. The Flower Convener should be advised at an early stage, also via the Wedding Co-ordinator, if the flowers are being left for use on the Sunday. Pew end decorations must be removed immediately after the ceremony.

## CONFETTI

The churchyard does not belong to St Cuthbert's and is in the care of the City of Edinburgh Council. Confetti must not be thrown within the church and only biodegradable confetti, such as rose petals, should be used outside.

## BELLS

The tower bells may be requested to be rung before and/or after the wedding service. As this involves a team of between six and ten on the day, it is not possible to confirm their availability until approximately two weeks before the event, however, every effort will be made to provide this service if requested. The fee is £150.



## PARKING AND ACCESS

The churchyard can be entered on foot from Princes Street, Lothian Road and West Princes Street Gardens, or by the vehicular entrance on King's Stables Road. Most pedestrians use the Lothian Road gate which is adjacent to bus stops. The main door is at the steeple end on the side of the building which faces the Castle.



There is a ramp for wheelchair access at the steps to the main door. A ladies' toilet and a toilet for the disabled can be entered from the ground floor vestibule. There is a lift to the first floor where gents' and ladies' toilets are available. The church has a public address system and an induction loop.

Guests arriving by car or taxi can drive into the churchyard from King's Stables Road but only cars with drivers for the bridal party and cars driven by disabled drivers or carrying disabled passengers can be parked, subject to prior notification to the Wedding Co-ordinator. There is ticketed parking on King's Stables Road from 8.30am till 6.30pm from Monday to Saturday, free thereafter and on Sundays. There is a large public car park on the other side of King's Stables Road, which can be entered from Castle Terrace. It is open for 24 hours daily. Coaches used to transport guests to the reception should be advised to wait at the King's Stables Road entrance.

## RECEPTIONS



Entry to the church is through the Lammermuir Hall which can be hired to serve as a "crush bar" or reception area for events in the church during the months from October to March. It can comfortably accommodate up to 100 people for an informal reception. During the months of April to September it serves as the church visitor centre and shop, but small receptions for up to 70 people can still be accommodated.

The Lindisfarne Room on the second floor has one of the finest interiors in Edinburgh. It can be booked for a reception or formal function throughout the year, accommodating up to 70 people standing and up to 50 people seated at tables. A well equipped kitchen on the mezzanine floor can be hired for use by caterers provided by the hirers, and in strict accordance with the Food Safety Regulations. Alcoholic drinks may be served but **not sold** on the premises and a licence has to be obtained by the hirer from the City of Edinburgh Council Licensing Authority.

## CHARGES

The basic charge for use of the church for weddings (including any rehearsal and the attendance of the Church Officer) is **£500**. For use of the Memorial Chapel the charge is **£225**. A non-returnable deposit of £100 for the use of the church and £50 for the Memorial Chapel is payable at the time of confirmation of the booking. In addition to the basic charge the following also apply:

- (a) If the services of a professional organist/pianist are employed - **£110**
- (b) If members of the church choir are requested to sing **£25 per singer**
- (c) If an audio or video/DVD recording is made, an additional **£110** fee is to be paid to the organist/pianist
- (d) Church Bells - **£150**

Hire of the Lindisfarne Room or Lammermuir Hall is £95 per session i.e. morning, afternoon or evening with £80 per immediately subsequent session, or £50 per hour. The charge for use of the kitchen is £30. The hourly charge for the church officer's overtime (currently £12) is added for all lets outside normal working hours where the overtime incurred is solely or partly attributable to the hirer's occupancy.

We will issue an invoice six weeks before the wedding date for the remaining balance, and settlement should be made no later than one week before your wedding. There may be a separate invoice for any reception costs since church officer overtime can only be calculated after the event.

## CONFIRMATION OF BOOKING

Please confirm in writing (email is fine):

- Date and time of wedding
- Name and contact details of officiating Minister if not the Minister of this Church
- Extras required – organist, choristers, video, bells
- Prior access times e.g. for floral arrangements
- Any special requests
- Name and address to receive invoice

## CONTACT DETAILS



Email [weddings@st-cuthberts.net](mailto:weddings@st-cuthberts.net)

Telephone (0131) 229 1142

The Wedding Co-ordinator

The Parish Church of St Cuthbert

5 Lothian Road

Edinburgh EH1 2EP

[www.st-cuthberts.net](http://www.st-cuthberts.net)

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## FINALLY

We hope this necessary guidance on the logistics will help you in planning your wedding in St Cuthbert's so that the day itself is joyful and enjoyable. Please let us know if you require any other information. We look forward to welcoming you to St Cuthbert's and wish you every happiness in your future life together.

**August 2016**



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