

Strathbrock Parish Church, Uphall

Weddings: Additional Information

Legal requirements - things to do

1. Contact should be made with the Registrar for the registration district in which the marriage is to take place six to eight weeks before the date of the marriage (not earlier than three months). The Registrar will supply the necessary forms.
2. The following documents must be submitted to the Registrar:
 - (a) Both birth certificates
 - (b) If a person has been previously married, a copy of the decree of divorce or annulment.
 - (c) If the person is a widow or widower, the death certificate of the former spouse.
3. Having submitted the necessary documents, the Registrar will inform you when to call back for the Marriage Schedule.
4. This schedule must be brought to the Church on the day of the wedding rehearsal and handed to the minister. Please note; the wedding cannot go ahead without this piece of paper!
5. Within three days after the wedding ceremony, the Marriage Schedule, fully completed, must be returned to the Registrar from whom it was obtained. A Certificate of Marriage will then be issued.
6. Certain modifications in the above arrangements have to be made in the event of the parties residing outwith the United Kingdom: the Registrar will advise in such cases. It should be noted that a Marriage Visa will be required and this needs to be pursued in the country in which bride or groom or both reside.

Church requirements - things to do

1. When bookings are made, the Organist, Church Officer and flower Convener are informed. The date, time and couple's details should be confirmed in writing with the minister. It should be noted that arranging flowers for a wedding is the responsibility of the wedding party; they are not provided by the church. To avoid duplication of flowers, couples are asked to contact the Church Officer (St Nicholas: Mr John Stewart (artstew@talktalk.net), St Machan: Mike Stears (mikeailsa@blueyonder.co.uk) who must be advised even if you do not intend to provide flowers.
2. The minister should be consulted regarding the order of service before hymn sheets are printed.
3. To cover the heating, lighting and cleaning costs, the following scale of charges has been approved by the Kirk Session:
 - a. For those couples who are not members or loyal adherents of the Strathbrock Parish Church there is £100 charge for the use of the building.
 - b. In addition there is a fee of £40 for the Church Officer who is in attendance and a fee of £40 for the Organist.
 - c. For those couples, either of whom, or their parents or grandparents, are members or loyal adherents of the Strathbrock Parish Church there is no charge for the use of the building.
4. Fees should be paid at the wedding rehearsal. It is helpful if they are brought in separate envelopes and marked accordingly.
5. It is the couple's responsibility to contact the Organist (St Nicholas: Mr Steve Edwards (stevie.edwards@talktalk.net), St Machan: Mrs Sybil Cavanagh (Sybil.Cavanagh@westlothian.gov.uk) to arrange the music and hymns for the occasion.
6. No other Organist should be approached unless agreement to do so has been obtained from the church Organist

Strathbrock Parish Church, Uphall.**Wedding**

Please provide as much information as possible initially and update later by contacting : -

Rev. Marc Kenton - 01506 852550 - e-mail: marc@kentonfamily.co.uk

or the church office - 01506 8564 33 - e-mail: strathbrock@tiscali.co.uk

GROOM : -

Address : -

e-mail address : -

Telephone : -

Occupation -

BRIDE : -

Address : -

e-mail address : -

Telephone : -

Occupation -

PROPOSED WEDDING DATE & TIME: -

PROPOSED PLACE FOR WEDDING: -

St Nicholas

St Machan

MINISTER:

Contact:

ORGANIST/MUSIC:

FLOWERS/FLOREST/ACCESS:

Contact:

PHOTOGRAPHER:

Contact:

RECEPTION (if known) :

Contact :

USHERS :

REHEARSAL DATE & TIME :

FEES : - are due at rehearsal and should be paid in total to The Treasurer.

(Cheques made payable to "Strathbrock Parish Church")

USE OF CHURCH -

£ 100.00

ORGANIST -

£ 40.00

CHURCH OFFICER -

£ 40.00

Special requests: -