

KIRKHILL AND KILTARLITY PARISH CHURCHES



*Living in the love of Jesus in the rural
Highlands*

Wedding Information Leaflet



SC: 003866; 014918

Welcome!

We love that you have chosen one of our churches for your forthcoming wedding. We want to express to you our heartiest congratulations and let you know that it is an honour and privilege to be part of your special day.

The information booklet is produced to help clarify some of the questions you might have, and also to facilitate the arrangements for your wedding.

Christian Marriage

God invented marriage. It was his idea right from the start of creation that healthy marriages should be living testimonies that reveal his nature and heart. Healthy marriages are God's gift to humankind and a means of his grace. Marriage should constitute a life long loving relationship and covenant (promise) between one man as husband and one woman as wife. Jesus said:

"Have you not read that at the beginning the Creator made them male and female, and said, "For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh"? So they are no longer two, but one. Therefore, what God has joined together, let no one separate."

Matthew 19: 4-6; Mark 10: 7-9

Marriage is an intimate connection and covenant on three levels; emotional, spiritual and physical. And each is of equal importance to sustaining a healthy marriage. When marriages are working as God intends they can provide the right environment for nurturing children.

The wedding ceremony

A wedding has many different layers of meaning, but it is first and foremost an act of worship wherein a couple offer themselves to each other and to God for the rest of their lives. The fact that the wedding is a worship service shapes the tone, content, music, vows, readings and those features that make your wedding so special and makes it uniquely your own.

The wedding ceremony generally follows the order provided by the Church of Scotland. Within this framework there is sufficient room for flexibility as regards special requests or considerations. In prior consultation with the minister most requests can be accommodated. Our greatest desire is to provide for you an experience that is meaningful and personal. We want your wedding to be a memorable moment in your lives.

Booking the marriage date

Please contact the Minister Rev Jonathan Humphrey, Wardlaw Manse, Kirkhill IV5 7NZ; 01463 831247 or 07587 186424; e-mail: jandkhumphrey@btinternet.com

I will arrange to meet you and go over a booking form to fill in (see appendix).

There will normally be a wedding rehearsal close to the wedding at a mutually agreed time. Everyone taking an active part in the service should come if at all possible. Couples should bring with them the Marriage Schedule and the fees (see below). It is also a good idea to bring the Order of Service sheets.

If the wedding is cancelled or postponed or the date changed please let me know as soon as possible

Fees

There is no fee for the use of the church but donations to its upkeep are most welcome! Also there is no fee for the minister's services. The standard fee for our organist (if you wish to engage her services) is £70. If you wish the service to be recorded the organist's fee is £103, if the service is filmed the fee is £137. Fees should be paid direct to our organist, Mrs Tonya Clement (Tel: 07853 776 519; e-mail: learnplayingpiano@gmail.com).

Ushers

You should appoint your own ushers who are there to welcome your guests.

Flowers and candles

You should make your own arrangements to put flowers in the church and these can be placed anywhere you like as long as they don't get in the way of the ceremony or block views unnecessarily. If you would like to leave flowers in the church for the following Sunday service then please let us know. If you employ a florist then please ask them to get in touch with Hamish MacLennan at Kiltarlity (01463 741312) or Mary Donaldson (01663 831528) at Kirkhill to gain access to the church. Candles can be used in the floral arrangements, or by themselves, but they must be placed in safety glass containers. No candles can be lit when the Church is unattended. Please emphasise this to any florist that you engage.

Photographs and Videos

These are permitted during the service, or outdoors but please keep the minister informed of arrangements.

Capacity

Kiltarlity Parish Church can hold 250-300 people. Kirkhill Parish Church can hold about 130.

Music

The minister will make arrangements for an organist to play at your marriage service. If you would like a friend or a member of your family to play for the service then please tell the minister when your marriage is being booked. Hymns and music should be chosen in consultation with the organist and minister before sheets are printed. If you choose

something unusual you may have to supply the music. The website www.music-scores.com may be a help in choosing. You are welcome to use the hymn books and song books in the church if you do not wish to print hymn sheets. We are also able to show the words of any hymn on our screens and monitors. The minister can offer some guidance on hymns and songs if you wish. Our resident organist is Mrs Tonya Clement telephone number 07853 776 519; learnplayingpiano@gmail.com.

Confetti

Biodegradable confetti can be used outside the Church only. Please make sure that your wedding guests are aware of this.

Changes

It really is **essential** to contact the Minister and Church Organist, as soon as possible, if for whatever reason the wedding is cancelled, or the date is changed. Also please let us know if either of you change your address, or telephone number. This will enable us to be able to contact you, if necessary, at any time before the marriage.

Approaching your special day

There can be so many things to think about as you get ready for your wedding day, but we would encourage you to take some time to prepare emotionally and spiritually together. We have a separate handout with suggestions of ways in which you can prepare for a new life together.

You might also consider praying this simple prayer.

Heavenly Father we thank you for your gift of marriage. We invite you to help us prepare for our new life together, trusting in your goodness and your good plans for us. Soften us, and guide us that we might make room for one-another, preferring each other and seeing the great things that you have placed in us. Help us to learn to fit well together, to become one, and enjoy the fullness of life that you have prepared for us. In Jesus name. Amen.

APPENDECES

Legal Preliminaries

1. Under the Marriage (Scotland) Act 1977 each party to an intended marriage is required to submit a completed form of notice (a 'marriage notice' Form M10) and the appropriate fee (currently £ 30 each) to the registrar for the district where the marriage is to take place. Then law requires that this done **NOT LATER THAN 29 DAYS BEFORE THE DATE OF MARRIAGE CEREMONY**. Normally notices should be in the registrar's hands about **TEN to TWELVE** weeks beforehand. Each notice must be accompanied by documentary evidence, such as your birth certificate, of the information given in the notice. Personal attendance by both parties is desirable.

Inverness Registration Office opening hours: Mon-Fri 9.00 - 4.30 (Thurs 9.30 - 4.30)
Mrs Diane Minty, Chief Registrar Registration Office, The Highland Archive and Registration Centre, Bught Road, Inverness IV3 5SS
Tel: 01463 256400; inverness.registrars@highland.gov.uk

2. When the registrar is satisfied that there is no legal impediment to the marriage he/she will prepare and issue a Marriage Schedule in respect of the marriage. The Schedule will be issued to the parties, at least one of whom **MUST** attend personally at the registration office to receive it. The registrar cannot issue the Schedule more than seven days before the marriage and will advise you when to call to collect it. The Schedule cannot be collected on your behalf by a relative or friend – the registrar will issue it only to one of the parties to the marriage. It is the responsibility of the parties to produce the Marriage Schedule to the minister.

3. The Marriage Schedule **must be produced BEFORE the ceremony** to the minister who is to conduct the wedding. The Schedule is a most important document – **no Marriage can proceed without it.**

4. A marriage may be solemnised **only** on the date and at the place specified in the Marriage Schedule.

5. The Marriage Schedule is signed by the Bride and Groom, two witnesses and the minister.

6. The Marriage Schedule **MUST** be returned to the Registrar within three days of the marriage taking place. Entrust this task to a responsible person! A Marriage Certificate will then be issued by the Registrar. (Currently £ 10).



Kirkhill & Kiltarlity Parish Churches



YOUR WEDDING DETAILS

Full name of bride	
Bride's date of birth	
Bride's full address	
Bride's telephone number	
Bride's e-mail address	
Full name of groom	
Groom's date of birth	
Groom's full address	
Groom's telephone number	
Groom's e-mail address	
Day and date of wedding	
Time of Wedding	
Wedding venue	
Will a video of the wedding be made?	
If yes, will the video include sound?	
Do you require an organist?	
Estimated number of guests attending	
Wedding reception venue	
Full name of witness 1	
Full name of witness 2	

Data Protection Act Consent Form (Wedding Information)

KILTARLITY AND KIRKHILL CHURCHES OF SCOTLAND

Registered Charity Nos: SC014918 & 003866

The purpose of the Data Protection Act 1998 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. Kiltarlity & Kirkhill Churches of Scotland through Inverness Presbytery are registered with the Information Commissioner and strive to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <http://www.ico.org.uk>

Kirkhill & Kiltarlity Churches of Scotland are committed to protecting your privacy and safeguarding your personal data. We shall use the information you have provided us with for administrative purposes and the provision of mailing and/or emailing you information about your wedding in accordance with our Privacy Policy. We keep the personal information recorded in the "Wedding details" form above up until the day of your wedding. We will not share this information with any third party company, organisation or individual without your express written permission. After your wedding day we delete all personal details and permanently retain **ONLY** that information which is necessary to create a public record of your wedding. This information includes the full names of those married and the witnesses; and the location, time and date of the wedding.

If you agree to your personal information being used in the above way then please fill out and sign the form below. If you have any queries, please alert the Minister Rev Jonathan Humphrey as soon as possible (jandkhumphrey@btinternet.com; 01463 831247).

I consent to the details provided in the "wedding details" form being used for the purposes described above	
Signed	
Date	

Sample Order of Service

Entrance of the Bride
(include here the music to be played)

Call to Worship

First Hymn
(include here the text of the hymn)

The Meaning of Marriage

Prayers

The Vows

Giving and receiving of ring (s)

Declaration of Marriage

Scripture reading (s)
(include here the book and verses)

Address

Prayers

Second hymn
(include here the text of the hymn)

Blessing

Signing of the Schedule
(if you have chosen music for this, include here the music to be played)

Departure of the Bride and the Groom
(include here the music to be played)