

The Parish of Cowbridge

in the Diocese of Llandaff



The Parish Office
Holy Cross Church
Church Street
Cowbridge
CF71 7BB

☎ (01446) 772302

e-mail: office@cowbridgeparish.com

Planning your wedding service

Weddings are conducted according to the rites of the Church in Wales, as set out in The Book of Common Prayer (1984). When you design your service booklet, it should follow this format.

Music for the Entrance of the Bride	You choose, in consultation with the Organist. (Contact these by Telephone- See list on back page)
Introduction	Led by the Officiating Minister
Hymn	You choose after talking to the relevant Organist
The Ministry of the Word	
Bible Reading	You choose from the Biblical Readings in The Wedding Booklet This may be read by a guest, if you wish.
Psalms	You choose between Ps 37. 3-5, Ps 67 or Ps 121, and may be said or sung; your choice. Alternatively you may choose a suitable poem.
Gospel Reading	Choose from the Wedding Booklet. This is read by the Minister.
Homily (Address)	Given by the Officiating Minister
The Marriage Vows	Led by the Officiating Minister*
Hymn	You choose after talking to the relevant Organist
Prayers	Led by the Officiating Minister, or read by family member or friend. Prayers for family or friends who are sick or deceased can be included
Blessing	Led by the Officiating Minister
Hymn	You choose after talking to the relevant Organist. During this hymn your ushers will collect a free-will offering from the congregation.
Signing of the Registers	While this is going on there may be music, choral items or approved non-biblical readings of your choice. *
Wedding March	You choose, in consultation with the Organist.

*A poem may be chosen to be read at this time or during the signing of the register.

ALL OF THE ABOVE MATERIAL MUST BE APPROVED BY THE OFFICIATING MINISTER, BEFORE THE ORDER OF SERVICE IS PRINTED.

You may also find the following notes helpful when you make your preparations.

If one of you lives outside the parish, you will need to arrange for Banns of Marriage to be called at your local Parish Church. **It is always the Stipendiary Parish clergy who officiate, because Wedding fees are part of their income. Other ministers may participate after obtaining permission from the officiating minister. Any other requests must obtain the approval of the Rector, or the Vicar.**

Many of the items you will choose (particularly hymns) will be subject to Copyright law. It will be your responsibility to ensure that any appropriate licences have been obtained for the reproduction of the words in your booklet. If either a professional videographer or a friend videos your wedding, they must show a copyright licence to the Parish Administrator or Officiating Minister. These can be obtained from Christian Copyright Licensing (Europe) Ltd., Chantry House, 22 Upperton Road, Eastbourne, BN21 1BF. Tel 01323 417711 Fax 01232 417722. The current cost of a video licence is about £20.00.

We ask you to make arrangements for music, flowers and bells directly with the people at the local church. Go along on a Sunday, well in advance and ask to speak to the Organist and flower arrangers. You should be aware that there will be local rules concerning the use of flowers in church. Please ask about this and respect the conditions that are placed upon you. All of our congregations value the use of the flowers, as part of your thanksgiving. Telephone numbers for the organists and bell ringers are listed below.

The current scale of fees may be obtained from the Parish Office. These will change from year to year, and you need to check near the wedding date for any increases. Please arrange to pay your fees to the Parish Office at least one month before the wedding. This will allow us to check on any loose ends before the day. Videoincurs extra copyrights charges.*

THE FEES ARE REVISED IN JANUARY OR 1 APRIL OF EVERY YEAR THESE APPLY IRRESPECTIVE OF THE TIME THE WEDDING WAS BOOKED.

In order to arrange your Organ music and Choir Anthems you should contact:

Holy Cross	Richard Haines	781487
Llanblethian	Nic Treharne	773049
St. Hilary, St. Mary Church, Llandough, Flemingston	Parish Office	
Ystradowen	Phillip Evans	772813
Llansannor	Margaret Edwards	01443 223502
Penllyn	Betty Powell or	774170
	Mary Llewellyn	772344
Llanfrynach	Richard Haines	781487

In order to arrange the bells you should contact:

Tower Captains

Holy Cross Church	Bert Thomas	772715
Llanblethian and St Hilary Church	Michael Jackson	773417
Or	Mike Legrove (treasurer)	775617
	A.J. (Alf) Charles	772555

*Under copyright law, those who take part in the wedding video are entitled to an additional fee (Double). They have decided on a lower fee to be given to the PCC.

THE MARRIAGE Prayer

The coupled light the marriage candle from the individual candles and say the following prayer together;

We thank you, Lord, and we praise you for
Bringing us to this happy day. You have given
us to each other.

Now together we give ourselves to you.

We ask you Lord to make us one in our love,
Keep us in your peace.

Protect our marriage,

Bless our home.

Make us gentle.

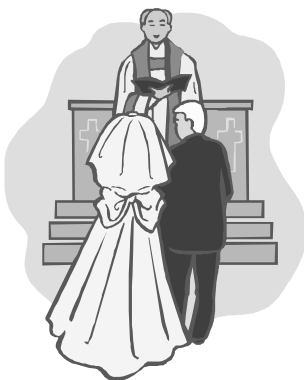
Keep us faithful.

And when life is over, unite us again

Where parting is no more in the kingdom of
your love.

There we will praise you in the happiness and
peace of your eternal home. Amen.

THE WEDDING BOOK



The Parish of Cowbridge

CHOOSING THE READINGS FOR YOUR WEDDING

Will you please choose *three* of these readings for your wedding: one from Section A, one from Section B and one from Section C. When the Service is a Blessing of a Marriage, please select from the readings marked with a * star.

All these readings are from the Bible and the readings you choose will be a very important part of your wedding.

Although they were written by many different authors over hundreds of years, all of them say something that helps people today to understand marriage better.

Some readings look at love, commitment and the best foundations for living. Others deal specifically with the love of God and the example Jesus gave. Please read *all* of them and please read them together.

As you read, remember that God uses these words to speak to people. Maybe you will see God, or Jesus, or love, or even yourself in a new light as you read them.

Below are some questions which should help you to get more out of these readings as you try to choose the best one for your wedding.

At the rehearsal, the minister will ask which three readings you have selected.



SOME QUESTIONS TO HELP YOU CHOOSE APPROPRIATE READINGS

Which of these readings make most sense to us?

Are there some words or sentences in some of the readings that either of us particularly like?

Are any of the readings difficult to understand?

Are there parts of them we would like to ask questions about or discuss?

(If so, ask for advice from the person who gave you this booklet.)

Do any of the readings help us to understand the following issues better?

The differences between men and women.

How to show forgiveness.

The roles of husbands and wives.

Actions that could be called selfish.

Actions that show love.

Knowing and experiencing God.

Which of these issues is likely to be important in our marriage?

Do we differ in our beliefs?

Do we ever talk about these differences?

In what ways would differing beliefs affect our marriage?

READINGS SECTION A

1. Genesis 2. 18-25

The Lord God said, "It is not good for a man to live alone. I will make a suitable companion to help him." So he took some soil from the ground and formed all the animals and all the birds. Then he brought them to the man to see what he would name them; and that is how they all got their names. So the man named all the birds and all the animals; but not one of them was a suitable companion to help him.

Then the Lord God made the man fall into a deep sleep, and while he was sleeping, he took out one of the man's ribs and closed up the flesh. He formed a woman out of the rib and brought her to him. Then the man said, "At last, here is one of my own kind - bone taken from bone, and flesh from my flesh. *Woman* is her name because she was taken *out of man*." That is why a man leaves his father and mother and is united with his wife, and they become one.

The man and woman were both naked, but they were not embarrassed.

2. Genesis 1. 27, 28, 31a

God created human beings, making them to be like himself. He created them male and female, blessed them and said, "Have many children, so that your descendants will live all over the earth and bring it under their control. I am putting you in charge of the fish, the birds, and all the wild animals. God looked at everything

he had made, and he was very pleased.

3. Romans 12. 1, 2, 9-13

My brothers and sisters, because of God's great mercy to us I appeal to you: offer yourselves as a living sacrifice to God, dedicated to his service and pleasing to him. This is the true worship that you should offer. Do not conform to the standards of this world, but let God transform you inwardly by a complete change of your mind. Then you will be able to know the will of God - what is good and pleasing to him and is perfect. Love must be completely sincere. Hate what is evil, hold on to what is good. Love one another warmly as Christian brothers and sisters, and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your hope keep you joyful, be patient in your troubles and pray at all times. Share your belongings with your needy fellow-Christians, and open your homes to strangers.

4. 1 Corinthians 13. 1-7

I may speak in tongues of men or of angels, but if I am without love, I am a sounding gong or a clanging cymbal. I may have the gift of prophecy, and know every hidden truth; I may have faith strong enough to move mountains; but if I have no love, I am nothing. I may dole out all I possess, or even give my body to be burnt, but if I have no love, I am none the better.

Love is patient; love is kind and envies no one. Love is never boastful, nor conceited, nor rude; never selfish, not quick to take offence. Love keeps no score of wrongs; does not gloat over other men's sins, but delights in the truth. There is nothing love cannot face; there is no limit to its faith, its hope, and its endurance.

5. Ephesians 3. 14-19

The Apostle Paul wrote: I fall on my knees before the Father, from whom every family in heaven and on earth receives its true name. I ask God from the wealth of his glory to give you power through his Spirit to be strong in your inner selves, and I pray that Christ will make his home in your hearts through faith. I pray that you may have your roots and foundation in love, so that you, together with all God's people, may have the power to understand how broad and long, how high and deep, is Christ's love. Yes, may you come to know his love - although it can never fully be known - and so be completely filled with the very nature of God.

6. Ephesians 5. 21-33

Submit yourselves to one another because of your reverence for Christ. Wives, submit to your husbands as to the Lord. For a husband has authority over his wife just as Christ has authority over the church; and Christ is himself the Saviour of the church, his body. And so wives must submit completely to their husbands just as the church submits itself to Christ.

Husbands, love your wives just as Christ loved the church and gave his life for it. He did this to dedicate the church to God by his word, after making it clean by washing it in water, in order to present the church to himself in all its beauty - pure and faultless, without spot or wrinkle or any other imperfection. Men ought to love their wives just as they love their own bodies. A man who loves his wife loves himself. (People never hate their own bodies. Instead, they feed them and take care of them, just as Christ does the church; for we are members of his body.) As the scripture says, "For this reason a man will leave his father and mother and unite with his wife, and the two will become one." There is a deep secret truth revealed in this scripture, which I understand as applying to Christ and the church. But it also applies to you: every husband must love his wife as himself, and every wife must respect her husband.

7. * Colossians 3. 12-17

You are the people of God; he loved you and chose you for his own. So then, you must clothe yourselves with compassion, kindness, humility, gentleness, and patience. Be tolerant with one another and forgive one another whenever any of you has a complaint against someone else. You must forgive one another as the Lord has forgiven you. And to all these qualities add love, which binds all things together in perfect unity. The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in the one body. And be thankful. Christ's message in all its richness must live in your hearts. Teach and instruct each other with all wisdom. Sing psalms, hymns and sacred songs; sing to God with thanksgiving in your hearts. Everything you do or say, then, should be done in the name of the Lord Jesus, as you give thanks through him to God the Father.

8. * 1 John 4. 7-12

Dear friends, let us love one another, because love comes from God. Whoever loves is a child of God and knows God. Whoever does not love does not know God, for God is love. And God showed his love for us by sending his only Son into the world, so

that we might have life through him. This is what love is: it is not that we have loved God, but that he loved us and sent his Son to be the means by which our sins are forgiven.

Dear friends, if this is how God loved us, then we should love one another. No one has ever seen God, but if we love one another, God lives in union with us, and his love is made perfect in us.

READINGS SECTION B

There are hymns which can be used to replace the psalm:

9. Psalm 37. 3-5

Trust in the Lord and do good:

and you shall dwell in the land and feed on safe pastures.

Let the Lord be your delight:

and he will grant you your heart's desire.

Commit your way to the Lord:

trust him, and he will act.

10. * Psalm 67

Let God be gracious to us and bless us;

and make his face shine upon us,

That your ways may be known on earth:

your liberating power among all nations.

Let the peoples praise you, O God:

let all the peoples praise you.

Let all nations be glad and sing:

for you judge the peoples with integrity, and govern the nations upon earth.

Let the people praise you, O God:

let all the peoples praise you.

Then the earth will yield its fruitfulness:

and God, our God, will bless us.

God shall bless us:

and all the ends of the earth will fear him.

11. Psalm 121

I lift my eyes to the hills:

but where shall I find help?

My help comes from the Lord:

who has made heaven and earth.

He will not suffer your foot to stumble:

and he who watches over you will not sleep.
Be sure he who has charge of Israel:
will neither slumber nor sleep.
The Lord himself is your keeper:
the Lord is your defence upon your right hand;
The sun shall not strike you by day:
nor shall the moon be night.
He will defend you from all evil:
it is he who will guard your life.
The Lord will defend your going out and your coming in:
from this time forward for evermore.

READINGS SECTION C

12. Matthew 5. 1-10

Jesus saw the crowds and went up a hill, where he sat down. His disciples gathered round him, and he began to teach them:

Blessed are the poor in spirit:
for theirs is the kingdom of heaven.

Blessed are those who mourn:
for they shall be comforted.

Blessed are the gentle:
for they shall inherit the earth.

Blessed are those who hunger and thirst for what is right:
for they shall be satisfied.

Blessed are the merciful:
for mercy shall be shown to them.

Blessed are the pure in heart:
for they shall see God.

Blessed are the peacemakers:
for they shall be called children of God.

Blessed are those who are persecuted in the cause of right:
for theirs is the kingdom of heaven.

Blessed are you when others revile you and persecute you:
and utter all kinds of evil against you falsely for my sake;
rejoice and be glad:
for your reward is great in heaven.

13. * Matthew 7. 21, 24-27

Not everyone who calls me 'Lord, Lord!' will enter the Kingdom of heaven, but only those who do what my Father in heaven wants them to do. So then, anyone who hears these words of mine and

obeys them is like a wise man who built his house on rock. The rain poured down, the rivers overflowed, and the wind blew hard against that house. But it did not fall, because it was built on rock.

But anyone who hears these words of mine and does not obey them is like a foolish man who built his house on sand. The rain poured down, the rivers overflowed, the wind blew hard against that house and it fell. And what a terrible fall that was!

14. * Matthew 19. 4-6

Jesus said, "Have you never read that the Creator made them from the beginning male and female?"; and he added, "For this reason a man shall leave his father and mother, and be made one with his wife; and the two shall become one flesh. It follows that they are no longer two individuals: they are one flesh. No human being must separate, then, what God has joined together."

15. * John 2. 1-11

On the third day there was a wedding in the town of Cana in Galilee. Jesus' mother was there, and Jesus and his disciples had also been invited to the wedding. When the wine had given out, Jesus' mother said to him, "They have no wine left."

"You must not tell me what to do," Jesus replied. "My time has not yet come."

Jesus' mother then told the servants, "Do whatever he tells you."

The Jews have rules about ritual washing, and for this purpose six stone water jars were there, each one large enough to hold about a hundred litres. Jesus said to the servants, "Fill these jars with water." They filled them to the brim, and then he told them, "Now draw some water out and take it to the man in charge of the feast." They took him the water, which had now turned into wine, and he tasted it. He did not know where this wine had come from (but, of course, the servants who had drawn the water knew); so he called the bridegroom and said to him, "Everyone else serves the best wine first, and after the guests have had plenty to drink, he serves the ordinary wine. But you have kept the best wine until now!"

Jesus performed this first miracle in Cana in Galilee; there he revealed his glory, and his disciples believed in him.

16. John 15. 9-12

Jesus said, "As the Father has loved me, so I have loved you. Dwell in my love. If you heed my commands, you will dwell in my love, as I have heeded my Father's commands and dwell in his love. I have spoken thus to you, so that my joy may be in you, and your joy complete. This is my commandment: love one another, as I have loved you."

WEDDING HYMNS AND SONGS

We would like to help you choose appropriate music for your wedding: hymns, songs and instrumental music that witness to the Christian approach to marriage and that mean something to you.

We strongly encourage you to break free from the customary instrumental music! These 'traditions' are very recent customs. There is so much more to choose from, and we have included a list of titles. There are some questions to answer first.

Does the Bride want to enter with her father (or someone else 'giving her away') or will she meet the Groom at the door - which is the older custom - and enter with him?

Does the Bride or Bride and Groom want to enter the Church to a piece of instrumental music or to a hymn?

Are the registers to be signed in Church or in the vestry? (This sometimes depends on the church).

The answer to all these questions will affect your choice of music.

INSTRUMENTAL MUSIC

Before the Service

Adagio - Albinoni

Air (from The Water Music) - Handel

Air - Purcell

Andante - Mendelssohn

Brother James' Air - Macbeth Bain

Cavatina - Myers

Courante - Handel

Finale (from The Water Music) - Handel

Gymnopedie - Erik Satie

Minuet (Berenice) - Handel

New World Symphony (Slow Movement) - Dvorak

Pastorale: To a Wild Rose - Edward MacDowell

Pieds-en-l'Air (from Capriol Suite) - Peter Warlock

Polovtsian Dance (from Prince Igor) - Borodin

Sicilienne - Paradis

Skye Boat Song - Scottish traditional

Summertime - Gershwin

The Harmonious Blacksmith - Handel

Trumpet Concerto (Slow Movement) - Haydn

'Bridal' March - processional

Arrival of the Queen of Sheba - Handel
Bridal Chorus (Lohengrin) - Wagner
Finale (from the Water Music) - Handel
Trumpet Minuet - Jeremiah Clarke
Trumpet Tune in D - Henry Purcell
Trumpet Voluntary - Jeremiah Clarke

During the signing of the Registers

Adagio - Albinoni
Air (from The Water Music) - Handel
Air - Henry Purcell
Andante - Mendelssohn
Ave Maria - Bach/Gounod
Ave Maria - Schubert
Brother James' Air - Macbeth Bain
Courante - Handel
Gymnopedie - Erik Satie
Minuet (Berenice) - Handel
New World Symphony (Slow Movement) - Dvorak
Pastorale: To a Wild Rose - Edward MacDowell
Pieds-en-l' Air (from Capriol Suite) - Peter Warlock
Polovtsian Dance (from Prince Igor) - Borodin
Sicilienne - Paradis
Skye Boat Song - Scottish traditional
Summertime - Gershwin
The Harmonious Blacksmith - Handel
Trumpet Concerto (Slow Movement) - Haydn

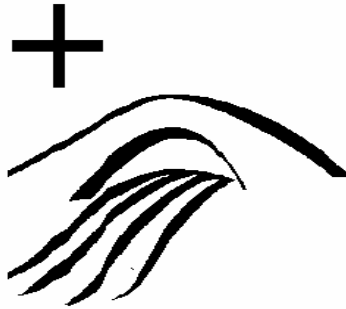
Wedding March - recessional

Arrival of the Queen of Sheba - Handel
Finale (from The Water Music) - Handel
Jerusalem - Parry
Processional (from The Sound of Music) - Richard Rogers
Trumpet Tune in D - Henry Purcell
Trumpet Voluntary - Jeremiah Clarke
Wedding March - Mendelssohn
Now Thank we all our God- Karg Elert

Please Note

Your Organist can advise on a wide range of music to choose from. If you require a particular piece of music or choral work, that is not within the current repertoire of Organist or choir it is your responsibility to provide a music score in sufficient time to allow for a rehearsal.

NOTES

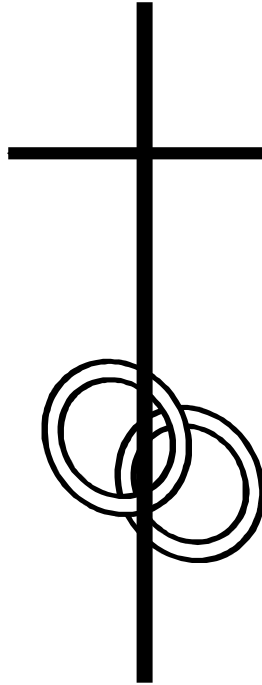


Parish of Cowbridge

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MARRIAGE



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**Parish of Cowbridge
Holy Cross Parish Church,
Cowbridge, CF71 7BB**

WELCOME!

In the name of the Lord Jesus Christ we welcome your enquiry about Marriage in Church.

WHAT SHOULD WE DO?

Please read this leaflet together and with care.

Please keep the leaflet because you will need to refer to it later on. There are some very important facts in here which need to be noted carefully.

Please fill in the enclosed Application Form and include the phone number (s) where we may contact you. Then return it to the Parish Office as soon as possible, together with a £100 deposit. If you cancel £50 of your deposit is returnable, the remainder covers administration. The deposit will be offset against the total fees due before your wedding. Six weeks before your wedding a £50 LATE FEE is charged, but returned if the wedding starts no later than 10 minutes after the agreed time.

Your wedding day and time will be booked once we have received the form and the £100 deposit: first come, first served. After this, please contact the Parish Office to make arrangements, for the marriage preparation, the rehearsal date and time, and the current fees.

WHAT IS MARRIAGE AS CHRISTIANS SEE IT?

A Register Office notice will tell you how our laws describe marriage:

- a. It is a freely-entered union of a man and a woman.
- b. It is permanent for as long as both members are alive - that means it has to have stickability through good times and bad.
- c. It is a unique relationship which those who are married may not have with anyone else. But Christianity will tell you of three more aspects:
- d. It is God's way of caring for people, especially for children, through family life.
- e. It is God's way of building a good and stable society in which to live.
- f. It is a partnership in which Jesus Christ must be involved with both partners - the whole family.

All marriage is "holy" because it is one of the ways God the Creator cares for us and for his world. But marriage in Church is special because you make your promises before God and we pray to him for you and your new life together.

If you are a Christian, your partner ought also to be a Christian or you will be divided in the most important aspect of your life.

WHEN ARE MARRIAGES SOLEMNISED?

From 8.00am to 6.00pm almost any day of the year including Sundays, but not during Holy Week. Practising Christians may hold their weddings during Sunday worship. Cowbridge is now a single parish with one Parish Church (Holy Cross) and nine district churches. Providing you are eligible to marry in the parish, the service may take place in any of the churches.

WHO CAN MARRY IN A CHURCH CEREMONY?

There are two basic conditions:

- a. At least one of you must live in the parish *or* be on the Electoral Roll of the Church (as a regular worshipper), *or* both.
- b. You may not marry some of your relatives. If in any doubt, ask now.

If you used to live in the parish but you regard somewhere else as “home”, then that is where you ought to be married, rather than here.

Baptism (christening) is not a condition for a wedding in Church, though it would be odd for a couple to get married in Church without respect for the Christian Faith and Jesus Christ the Lord. Please ask the clergy for their advice if one of you is not baptised. (It would *not* be right to be baptised just to get married in Church.)

WHAT IF ONE OF US IS DIVORCED?

Weddings in Church of those whose marriages have been dissolved and the other partner is still living are permitted at the discretion of the Rector. We welcome enquiries from those who view their past and their future in a spirit of repentance, forgiveness, reconciliation and Christian faith.

The details of the circumstances and dissolution of the previous marriage will be needed by the Rector, in confidence, before a decision can be taken. You must ask for the special form now before you send in the application form for the wedding. Your details will be handled in total confidence and we will endeavour to inform you of whether your application to be married in church has been accepted. It will be necessary to see the Decree Absolute, and couples will be asked to be completely open with the cleric about any previous marriage.

In section 4 of the Application form (‘Condition’) please use ‘Previous marriage dissolved’.

WHAT ABOUT A LICENCE?

A Church wedding does not normally require a licence. Instead, **Banns of Marriage** are called for three consecutive Sundays any time from 3 months before the wedding, in the parish in which each of you lives (and any parish in which your name appears on a church Electoral Roll). The "away" parish issues a Banns Certificate to this parish, after banns have been called. At the marriage preparation evenings we will tell you how to go about having your banns read in another parish. Banns have nothing at all to do with which denomination you belong to. In England and Wales, you contact the Church of England or Church in Wales parish. If you live in Scotland, Ireland or any other part of the world, you need an Ordinary Licence (see below).

An alternative way is to obtain an **Ordinary Licence** from a Surrogate (the Rector is one); this is a more expensive though simpler procedure.

A third and much more expensive way is to obtain a **Special Licence**, issued by the Archbishop of Canterbury but only in special and rare circumstances.

ARE THE THREE MARRIAGE PREPARATION SESSIONS NECESSARY?

Yes, and we insist that all couples attend EVERY SESSION - and we're serious about that! The first session will be to arrange the details of your marriage. One session will be conducted by a married couple (lay people), in their home on a Friday evening at a mutually convenient date (there may be one or two other couples there with you).

Another session will be held normally with the cleric and a member of the Pastoral Team, who will be conducting the wedding service. You are asked to contact the Parish Office to arrange suitable dates.

We are sure you'll find these sessions very helpful. You will also be given advice on how to apply for banns to be read elsewhere, and we'll try and answer any practical questions which you may have.

WHAT ELSE WILL WE BE EXPECTED TO DO?

- a. Contact the Organist after a main service on a Sunday, to arrange the music.
- b. Decide what arrangements you wish to make about flowers: your own florist? or the Church member on duty for that time? Please do not smother the Church in flowers! In Advent (from the 4th Sunday before Christmas to Christmas Eve) and Lent (from Ash Wednesday to Palm

Sunday) there are no flowers other than personal ones, unless it is a Saints Day, because flowers are not used in the Church during these two seasons. There are no Weddings during Holy Week until Easter Day. The person who needs to know is the one who arranges the flower rota in the church in which your service will take place. Ask a Church Warden to introduce you at a Sunday service.

- c. Contact the couple whose name, address and telephone number you will have been given, to arrange the session with a married couple.
- d. If you are practising Christians, you should decide whether you wish the marriage to be in the context of Communion, which will always include a general communion for all who wish to share this with you.

WHAT WILL IT COST?

A small fraction (probably 5 - 10%) of the total cost of the wedding! The current fees will be listed on the letter confirming the arrangements. The amounts rise a little each year, so you may wish to check nearer the time.

WHAT ABOUT SERVICE-SHEETS?

We do not use special sheets for the majority of weddings. The service comes from the Church in Wales Prayer Book (a card form of which is provided for the congregation) and most people choose hymns from the hymn book or song book. If you have an Order of Service, please check it with one of the clergy *before* you have it printed because printers don't always know how we have planned the service with you.

HOW MANY BRIDESMAIDS AND PAGEBOYS?

It is normal to have one bridesmaid and one best man. However, if you want more, we allow a *maximum of five* bridesmaids/pageboys - *no more, please!* - and no more than one of these should be under five years.

WHO COMES TO THE REHEARSAL?

The bride and groom, the best man, the person who is accompanying the bride, the bridesmaid or page boy (or all of them, if more than one), and ushers if possible. No one else, please. Please be prompt for the rehearsal which will begin at 6.00pm, normally on the Thursday before the wedding and will take about 45 minutes.

WHAT DO USHERS DO?

Their job is:

- to give out books;
- to welcome guests;
- to inform the minister when the bride arrives;
- and, to take the freewill collection from the congregation which is placed on the altar.

They should arrive 40 minutes before the service.

SOME OTHER IMPORTANT POINTS WHICH NEED TO BE NOTED CAREFULLY ...

YOU must tell the *Photographer* that he is to stay in one place, out of sight of the congregation during the entire act of worship, though he may take photos from there without a flash. A few photographs may be taken signing the registers and also of the couple leaving the church down the nave. We have no objection to photographs in Church after the service is over if the weather outside is poor.

Video recordings may be permitted under certain important conditions to do with copyright. You must give *at least six weeks' notice* by signing a special form and paying a small fee. Please note that last-minute and unofficial videos cannot be allowed because of copyright laws. If you want a video, ask for a form now.

We would be grateful if your *families and guests* were not to throw confetti in the porch or Churchyard but to wait until the reception to do so.

AND, AMIDST ALL THE JOY AND EXCITEMENT...

We pray for you and wish you all God's goodness. You have come to the Church for your marriage, so we hope to see you in worship with God's family before your marriage and trust that you will continue to worship with his Church after you are married and find real love, joy and peace in Jesus Christ the Lord.

For the future, if you need help at any time, wherever you may be, we hope you will find that the Church will be ready. We are more than willing to try to help anyone with problems. Never be afraid to ask.

PLEASE REMEMBER TO KEEP THIS BOOKLET SAFELY - WITH ALL THE DETAILS OF THE ARRANGEMENTS.

Some comments:

Most marriages benefit when couples set aside particular times to talk and work together on their relationship. Then as they approach the different phases of their lives they reduce the risks of growing apart.'

RELATE (formerly Marriage Guidance Council).

I myself am convinced that if society and the church had given more attention to the subject of pre-marital counselling, we would not now be required to spend so much time in marriage counselling and in struggling to save many marriages from falling apart. Prevention, we are told is better than cure, and never is that more true than in the area of marriage.

Selwyn Hughes from 'Marriage as God intended'.

At the time we didn't think too much about the sessions, though we enjoyed them. About 12 - 18 months later we began to recognise some things in our marriage which had been talked about. It helped us to remember those discussions and to know that these things were part of our marriage, not an indication of a mistake in marrying each other.

A couple.

There is increasing pressure on marriage and a growing need to support people in their relationships.

The Samaritans.

The need for preparation before marriage is greater than ever.

Government Official.

PARISH PREPARATION SESSIONS

An appointment will be made for you to discuss issues of marriage preparation with one of the clergy and also a Christian couple prior to your marriage.

PARISH COUNSELLING SERVICE

Our Parish has a trained counselling team to help you with any matters of concern. If you need our confidential service please contact the Parish Office to make an appointment.

The Parish Office
Holy Cross Parish Church
Church Street
Cowbridge
Vale of Glamorgan
CF71 7BB

is open Monday (closed Wednesday) - Friday 10.30 to 12.30
Telephone: (01446) 772302

Email: Office@cowbridgeparish.com
Website: www.cowbridgeparish.com

**THE RECTORIAL BENEFICE OF COWBRIDGE
THE CHURCH OF.....**

HEALTH AND SAFETY POLICY – GENERAL STATEMENT

RESPONSIBILITIES

1. NAMED PERSON (S) WARDEN/ SUBWARDEN:-

.....

2. RECTOR:- The Reverend Canon Derek G. Belcher

3. PCC HEALTH AND SAFETY OFFICER/COORDINATOR

We are committed to your safety. We have completed Risk Assessments and will regularly review them and will consult with you about Health and Safety issues. We will make sure that the building is as safe as possible by making regular checks and making sure that you are informed and trained as necessary.

You are asked to look after any equipment that we have provided for your safety and help us by looking for safety issues. You are asked to report accidents and dangerous events as soon as possible and to make sure that you know of our emergency procedures, such as fire evacuation. You must also take care of the things you do to make sure that you don't affect other people's safety along with your own.

However, the Benefice cannot be held liable for the misuse – accidental or otherwise – of loose fittings within the Church, such as crosses, candles, candlesticks, flower decorations, lecterns, bell ropes.

EVERYONE who uses this building is responsible for their own Health and Safety and must not do anything that could affect the Health and Safety of others through their acts or omissions. Health and Safety affects everyone and is everyone's responsibility. All parts of this policy must be followed at all times.

HEALTH AND SAFETY POLICY – SPECIFIC AREAS

CHEMICALS

No chemicals are to be used unless that have a current COSHH chemical safety assessment. There are restrictions on the use of certain chemicals, including

Paint and thinners

Caustic or acidic substances such as bleach and drain cleaners

Certain spray chemicals such as oven cleaners

Gloves are available in the kitchen and other personal protective equipment is available on request.

ELECTRICAL EQUIPMENT AND WIRING

The building is fitted with a number of electrical safety devices (like trip switches/RCD's) but normal electrical safety rules must be followed at all times.

Before using any equipment inspect the plug for damage. Do not use the appliance if the plug, wire or equipment itself shows any sign of damage. Do not attempt to repair any equipment yourself, including changing a plug or fuse.

Multi-plug adapters are not permitted and extension leads are to be avoided. In all cases route wires in ways that do not pose a trip hazard

NB – one socket = one plug = one appliance

Work on the fixed mains wiring must only be done by a qualified electrician.

EMERGENCY FIRE ACTION

Please refer to the Fire Evacuation posters located throughout the building.

If there is a fire, whoever is in charge must make sure that the building is fully evacuated and everyone is at the assembly point. This person must also dial 999 themselves or delegate an appropriate person to call the Fire Brigade and liaise with them when they arrive on site.

All fires, false fires alarms and fire drills must be recorded eg in a fire log book, or section at the rear of the Accident Book.

FIRST AID

A first aid kit is available and its situation is clearly marked. If the contents of the first aid kit are used the Church Administrator should be informed

Suitably trained and competent persons should administer first aid and all accidents should be recorded in the Accident book

MANUAL HANDLING

Special care needs to be taken when carrying goods. The basic rules of manual handling are to followed at all times, which include

- Not twisting when lifting or carrying

- Bending the knees not the back

- Taking regular breaks if carrying a large number of items

- Not carrying large or very heavy objects

- Not carrying too much at a time (e.g. more than three chairs)

HEALTH AND SAFETY POLICY

1. The Benefice recognises and accepts its responsibilities for providing so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use church premises

2. The Benefice will, therefore, take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by among other arrangements

2.1 so far as is reasonably practicable the maintenance of the Benefice premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks

2.2 the provision and maintenance of all furnishing and equipment which so far as is reasonably practicable are safe and without risks to health

2.3 assessing the risk to health and safety of those who use Benefice premises

2.4 ensuring so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

2.5 the provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety of those who use the Benefice premises

2.6 the provision and maintenance of a proper environment for Benefice employees, leaders, helpers and volunteers that is so far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for their welfare

2.7 consulting where necessary with all employees, leaders, helpers and volunteers on the implementation of any changes to this Policy

2.8 ensuring that adequate funds and resources are made available for carrying out this Policy

3. The Benefice has given overall responsibility for the fulfilment of this Policy to a person who acts as the Benefice Health and Safety Officer but subject thereto to the Parochial Church Council (PCC) who will be responsible for carrying out the implementation of the Benefice policy and for the issue of supplementary policy statements where this may be necessary

4. The Health and Safety Officer through local representative in each Church Sector will

4.1 carry out appropriate risk assessments (on a regular basis) of the Benefice premises and activities and report to the PCC as necessary

4.2 co-ordinate the implementation of the Benefice Health and Safety Policy (including Fire Safety)

4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence

4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies

4.5 ensure that all appropriate arrangements are made to provide for first aid

4.6 ensure that all Food Safety legislation is complied with

4.7 arrange safety training courses as may be necessary or desirable

so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary

4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed that all emergency procedure notices are properly exhibited and clearly visible at all times

4.9 ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature

5. All employees, leaders, helpers and volunteers will

5.1 take reasonable care of their health and safety and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping

5.2 as regards any duty or requirement imposed on the Benefice or any person by or under any of the relevant statutory provisions, cooperate with the Benefice so far as is necessary to enable that duty or requirement to be performed or complied with

5.3 ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions

5.4 make themselves familiar with and conform to the Health and Safety Policy of the Benefice at all times.

5.5 observe all safety rules, procedures, and codes of practice at all times and in particular they must be full conversant with the procedures to be followed in the event of a fire or any other emergency

5.6 conform to all the Food Safety regulations that are applicable to

themselves

5.7 co-operate with the Benefice to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so

5.8 report to the Benefice Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable

5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip

5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the Church premises

This Policy statement was adopted by a resolution of the PCC dated 27th October 2004

