

St John's College, Cambridge, CB2 1TP

Application for permission to marry in the College Chapel

Please note that this form is used by the officiant in the completion of the Marriage Document (in the event of a marriage by Archbishop's Special Licence). Please use every care when filling it in (please use block capitals and underline surnames). Information collected here will be used to complete a College Marriage register and to update your college profile. This will only be passed to those parties needing this information. More details about the College's Data Protection Policy can be found on the College's website www.joh.cam.ac.uk.

Please note that until the Chapel and Council have approved your application, no booking is confirmed.

Full name of bridegroom		
Date of Birth	Single/Divorced/Widower/Other <i>not applicable if applying for a blessing</i>	
Nationality of the bridegroom:		
Occupation		
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished) Tutor at St John's (if Applicable):		
Full name and occupation of the bridegroom's first parent <small>(see note 4)</small> <i>Please include occupation as was even if retired or deceased</i> <i>Please indicate if retired or deceased</i>	Full name and occupation of the bridegroom's second parent <small>(see note 4)</small> <i>Please include occupation as was even if retired or deceased</i> <i>Please indicate if retired or deceased</i>	
Full address of bridegroom before marriage		
Full name of bride		
Date of Birth	Single/Divorced/Widow/Other <i>not applicable if applying for a blessing</i>	
Nationality of the bride:		
Occupation		
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished) Tutor at St John's (if Applicable):		
Full name and occupation of the bride's first parent <small>(see note 4)</small> <i>Please include occupation as was even if retired or deceased</i> <i>Please indicate if retired or deceased</i>	Full name and occupation of the bride's second parent <small>(see note 4)</small> <i>Please include occupation as was even if retired or deceased</i> <i>Please indicate if retired or deceased</i>	
Full address of bride before marriage		
Has each been baptised?	Bridegroom	Bride
Proposed date and time of wedding		
Either a) with Archbishop's Special licence or b) Service of blessing after a civil wedding or renewal of vows <i>(Delete whichever does not apply)</i> please indicate date you were/are to be married: _____		
Proposed Minister	Has their agreement been obtained ?	
Future address of bride and bridegroom	Contact telephone number and e-mail of bride or bridegroom	

Additional requirements

Is use of organ requested ?	Yes	No	(see note 6)
Is a choir to be used?	Yes	No	Please give details (see note 7)
Do you wish to use any additional instruments?	Yes	No	Please give details
Will you be having flowers in Chapel?	Yes	No	Please give details of florist (See note 13)
Will you be requiring an audio CD of the service?	Yes	No	(See note 9)
Will you be videoing the service?	Yes	No	(See note 12)

Please complete Page 1 & 2 and return them to the Chapel Clerk

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We appreciate that you may not have finalised all of your arrangements
and that Page 2 may change as your plans begin to take shape.

Please notify us of any alterations you may make.

The Dean, The Rev'd Dr Victoria Johnson
v.johnson@joh.cam.ac.uk

The Chaplain, The Rev'd Andrew Hammond
ach71@cam.ac.uk

St John's College, Cambridge Marriage in the College Chapel

Couples are asked to contact the Clergy first to agree a date for their Wedding or a Service of Blessing following a civil ceremony (this also includes Renewal of Vows).

The following notes on the procedures for a service in the College Chapel might be helpful in planning their ceremony:

The following will be charged for a Wedding or Blessing Service in Chapel

Service Fee for Resident Members of College (Fellows, Students) and Staff	n/a
Service Fee for Non-resident Members of the College, and the children of Fellows	£300
Facilities fee for video recordings at marriages and blessings	£130
[Clergy Fee (as laid out by the Church of England Parochial Fees)]	£229 (see note 5)]

As we are aware that planning a wedding can be confusing, we wish to assist by laying out the procedure relating to booking the Chapel for your ceremony:

- Contact the Chapel Clerk to verify the date (01223 338676)
- Once a date has been confirmed, the application form should be completed and sent to the Chapel Clerk
- The College Clergy will look at, to approve, the application.
- The application is sent to the College Council for formal approval.
- Once formal approval has been granted, the couple will be notified
- At this point the couple may now confirm reception venues, etc.
- A member of the College Clergy will contact the couple to arrange a first meeting.

1. Special Licence Application

Following approval from the College for the wedding to take place, a couple who know they need a Special Licence should apply as soon as the minister has agreed to conduct the service. Online applications can be made up to 18 months in advance of the proposed wedding date. You should have spoken with, and obtained the support of, the minister in charge of the church where you hope to marry before applying for a Special Licence. Other arrangements should not be made until it has been confirmed that a couple's application has been approved by the Dean and Chaplain.

Wedding Licence applications are handled through an online portal and the Faculty Office. You will need to upload relevant documents and signatures where appropriate. The Faculty Office will be kept informed throughout the process by email and through the online portal. There is a non-returnable fee payable to the Faculty Office before submitting the application.

If either (or both) of the parties are non-UK/Irish nationals, the couple are both required to attend an interview at the Faculty Office in Westminster. If all is in order, the affidavit will be sworn at that same appointment.

More information may be found at <https://www.facultyoffice.org.uk/special-marriage-licences/>

2. Marriage Document

Churches no longer issue a Marriage Certificate at the time of the wedding. At the ceremony, a Marriage Document (which will have been prepared by the Officiating Priest before the wedding) will be signed by the couple, their witnesses and the Officiating Minister.

Following the ceremony the Officiating Priest will submit this form within 21 days to the Local Registry Service (Ascham Road, Cambridge) who will then issue the couple with a Marriage Certificate (for which there will be a fee – currently set at £12.50 per certificate). This can be applied for via <https://camdex.org.uk/search.cfm>

3. Service of Blessing following a Civil Ceremony

If you are having a Blessing in Chapel then the above information regarding in sections 1 & 2 will not apply in your case. However the following information may be of use in planning your Day.

4. Parent's details on the Marriage Document

Each couple may now include up to four parents, while the common practice will be two. These may be of any gender and will include: Parent, Step-Parent (a step-parent is a person who is, or who have been married to or in a civil partnership with the mother, father or parent). Please ensure all details are included in your application, this includes if they are deceased, and their occupation – **including if they have retired.**

5. **Clergy**

In accordance to the Standing Orders of the College the officiant at a marriage or blessing in the Chapel shall be the Dean or a person authorised by the Dean. Should neither the Dean or the Chaplain be available, then the Dean will appoint a clergy person to officiate and a fee may be charged by the member of clergy direct to the couple in line with the Diocesan Board of Finance fee listed on the Church of England Parochial Fees at the time of the wedding ceremony.

Members of clergy requested to participate in the ceremony by the couple must be granted permission by the Dean.

6. **Organist**

It is customary for a College Organ Student to be asked to play for your wedding. If you would like to use the organ, please indicate this on the form. The Choir Administrator, Miss Caroline Marks, will contact you about three months prior to your wedding, and she will put you in touch with the prospective Organist. The Organist would be very happy to meet with you and discuss any ideas or special requests you may have.

The Organist's fees, payable direct to the Organist, are as follows:

Playing the Organ only	£175 + expenses
	£250 + expenses (when an audio recording is made)
	£325 + expenses (when a video recording is made)

There may be an extra charge of £70 if particular items of music are requested which require additional rehearsal time

Playing the Organ and conducting a Choir	£300 + expenses
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Very occasionally the Director of Music will give permission for guest organists to play. As a minimum, they will be required to hold FRCO or ARCO qualifications and must be known to the Director of Music, or provide references from another College or Cathedral Director of Music. To save embarrassment, such permission should be obtained before confirming arrangements with an external Organist.

7. **Choir**

Owing to diary pressures, the College Choir is only available to sing for the weddings of current Fellows of the College which take place during University Term time. However the Gents of St John's (the Lower Voices of the Choir) may be available to sing, adding female sopranos to the choir if necessary. For further information on availability and fees, please contact the Manager of the Gents of St John's by e-mail at manager@gentlemenofstjohns.co.uk

8. **Pre-recorded music**

If you require pre-recorded music to be used during the service, you must first check with the Minister that the music is appropriate for the setting. Prior to the service you are responsible for downloading the music onto a MP3 player or Phone that can be used. The Chapel does not have any devices or accounts to facilitate this. The player will be connected to the Chapel sound system via a 3.5mm headphone jack (we have an iPhone adaptor). Please ensure that the music is on a play list in order, clearly labelled, if a phone is used the phone should be 'airplane' mode and the auto screen lock disabled.

9. **Orders of Service**

It is customary to have Orders of Service produced for your guests, this would usually include the words to the hymns, the titles of the music at the entrance and exit of the Bride & Groom, and any words that your guests are asked to join in with ie. The words of the Lord's Prayer.

- These Orders of Service must be viewed by the Clergy who are taking your Wedding prior to Print.
- It is the responsibility of the couple to produce and print the orders of service.
- When ordering number of copies it is worth adding an additional 20 for the Sanctuary area and any that are needed for the choir.

10. **Photography**

All professional photographers are asked to contact the Chapel Clerk prior to the date of the wedding to discuss the rules regarding photography in the College Chapel. No flash photography is permitted inside the Chapel.

11. Audio Recordings

The College has recently installed professional recording equipment in the Chapel. A recording of your wedding ceremony can be made using this equipment for £240.00 + VAT. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded. The recording must be booked at the time of application.

12. Video Recordings

Requests to make a video recording of the ceremony must be made to the Dean of Chapel at the time of booking. A Facilities Fee of £130.00 may be incurred. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded [this is in line with Musicians' Union rules, which state video recording charges can increase by as much as 100% on the standard fee]. The videographer may be a professional or a friend of the family and are required by the College to have third party liability insurance to the value of £5,000,000.00 (Five Million Pounds) if at any point the videographer plugs into any of the College's electric sockets. You are responsible for ensuring that they have a Copyright Licence for this, which can be obtained by contacting the PRS on 0800 068 4828.

13. Flowers

When considering the provision of flower arrangements flowers in the Chapel, please bear in mind the following:

- A maximum of two displays either side of the Altar and two displays at the Choir Screen are permitted
- Pew end flowers and other displays are not permitted in the Chapel
- You will need to provide your own flower stands
- Flower displays should be removed as soon as possible after the ceremony
- The Chapel Clerk should be consulted regarding access times to set up and dismantle the displays

14. Confetti

We regret that confetti (including rice and flower petals) must not be used in the Chapel or College grounds.

15. Further information

The Dean is always willing to answer any questions you may have. He can be contacted at the College. The Dean, The Rev'd Dr Victoria Johnson, 01223 769965 vlj22@cam.ac.uk

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