Document Control Information

Document Details	
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Version History			
Version Number	**Date Amended**	**Changes Made**	**Approved By**
V2.0	March 2023	Document created and approved.	PCC

Distribution List	
Name	**Title**
	PCC
	Website

1. Following a request for a wedding, the administrator will pass the contact details onto the Rector.

2. The administrator will gather information on the 'Bride and Groom' details form identifying the relevant qualifying connection. This information is entered to the 'Life Events' database having obtained GDPR (General Data Protection Regulation) permission.

3. If the couple do not immediately meet the qualifying requirements, then they will need to qualify by attending St. Bartholomew's for a minimum period of 6 months.

4. The Rector will meet with the couple to develop a relationship and to plan their marriage service and review relevant documentation.

5. The Rector will be following the guidelines of Canon Law: B30-36.

6. If either has been previously married and then divorced, then the Rector will sensitively explore this and the Decree Absolute will need to be seen.

7. The Marriage will take place after - The reading of Banns or by the application of a Common or Special Licence, or Archbishops Licence as appropriate.

8. Information will be obtained during the conversations with the Rector to complete the Marriage Document.

9. The administrator will record details regarding; flowers, bells and key-board. Charges for these are reviewed annually.

10. The Rector will discuss photography, recording and live-streaming as needed with couple.

    - Copyright rules will need to be observed and appropriate permissions obtained.