

ANGLICAN MARRIAGE

CHANGES TO LAW AND PROCEDURE

CHECKLIST



WHEN TAKING A MARRIAGE BOOKING

<input type="checkbox"/>	<p>Confirm that the couple have a right to marry in the parish church or a qualifying connection exists for them to do so.</p> <p>*Refer to the Church of England Marriage Measure 2008 together with the House of Bishops Guidance and, if in doubt, contact the Diocesan Registry for advice.</p>
<input type="checkbox"/>	<p>If the qualifying connection is to be established following six months habitual worship, issue the couple with written advice upon this.</p> <p>*Refer to 'Habitual worship as a qualifying connection' template on diocesan website</p>
<input type="checkbox"/>	<p>Confirm the nationality of each of the couple and, if appropriate, direct them to the local register office to give notice of marriage and apply for a marriage schedule.</p> <p>*Use the current specified evidence checklist, available on the diocesan website.</p>
<input type="checkbox"/>	<p>Confirm the place of residence of each of the couple to confirm whether banns can be called and in which parishes this must be done.</p> <p>*Use the parish finder facility on www.achurchnearyou.com</p>
<input type="checkbox"/>	<p>If proceeding by banns, remind the couple to inform you of any change of address.</p>
<input type="checkbox"/>	<p>If a common licence will be necessary, contact the Diocesan Registry.</p>
<input type="checkbox"/>	<p>Make arrangements for marriage preparation and staying in touch.</p>

BEFORE THE MARRIAGE SERVICE (ECCLESIASTICAL PRELIMINARIES)

<input type="checkbox"/>	Ensure that all appropriate banns have been correctly published and banns certificates obtained.
<input type="checkbox"/>	Advise the couple that they will not receive a marriage certificate on the day of the service and that they will need to apply for this from the local register office.
<input type="checkbox"/>	Begin to prepare the marriage document *Download from LRSA website (https://www.lrsa.org.uk/) or Life events diary (https://lifeeventsdiary.org/)
<input type="checkbox"/>	Discuss the option to record up to four mother/father/parent details for each of them on the marriage document and add appropriate details to the draft.
<input type="checkbox"/>	Discuss the option to record up to six witnesses on the marriage document and add appropriate details to the draft.
<input type="checkbox"/>	Ask the couple to verify the proposed entries.
<input type="checkbox"/>	Print off the marriage document in readiness for the service.

BEFORE THE MARRIAGE SERVICE (SECULAR PRELIMINARIES)

<input type="checkbox"/>	Where the couple have given notice of marriage at the local register office, ensure that you have been provided with the marriage schedule.
<input type="checkbox"/>	Discuss the option to record up to six witnesses on the marriage document and add appropriate details to the draft.
<input type="checkbox"/>	Ask the couple to verify the proposed entries.

DURING THE MARRIAGE SERVICE

<input type="checkbox"/>	Ask the couple to verify the proposed entries and sign.
<input type="checkbox"/>	Invite the witnesses to sign.



Officiating minister to sign and retain the marriage document or marriage schedule.

AFTER THE MARRIAGE SERVICE



Register of marriage services to be completed and signed by the officiating minister.



Officiating minister to ensure that the marriage document or marriage schedule is delivered to the local register office as soon as possible and not later than 21 days after the service.