

# “Welcome and Congratulations”

For office use only: date, time and place of wedding

Please complete this welcome form with the couple when you meet and keep it for your records.

## Groom's Details

Full Name

Current Address

Address Since

Phone

Email

Date of Birth

Occupation/Profession

Have they been married before? Yes  No

Previous partner is still living

Have they ever been in a civil partnership? Yes  No

Are they a foreign national? Yes  No

Parish Church (for Banns)

## Bride's Details

Full Name

Current Address

Address Since

Phone

Email

Date of Birth

Occupation/Profession

Have they been married before? Yes  No

Previous partner is still living

Have they ever been in a civil partnership? Yes  No

Are they a foreign national? Yes  No

Parish Church (for Banns)

Are they related, or are they connected by marriage? If so how?

Keeping in touch: if address is due to change, note new address here.

## Groom's Father

Full Name

Occupation/Profession

Deceased? Yes  No

## Bride's Father

Full Name

Occupation/Profession

Deceased? Yes  No

Please indicate how this couple is connected with your parish church, by ticking the relevant box below. The couple may have several connections with your church, but only one is required. Text in **italics** shows the only cases where baptism is required of either the bride or groom.

In the cases of connections 3-9, clergy need to refer to the House of Bishops' guidance and companion form at [www.churchsupporthub.org/marriage-measure](http://www.churchsupporthub.org/marriage-measure). The couple must additionally complete the relevant parts of the form.

**This couple is connected if:**

**One of them:**

- 1 lives in the parish  or
- 2 *is on the church's electoral roll*  or
- 3 has at any time lived in the parish for a period of at least 6 months  or
- 4 has habitually attended normal church services in the parish church for a period of at least 6 months  or
- 5 *was baptised in the parish*  or
- 6 *was prepared for confirmation in the parish*  or

**one of their parents; at any time after they were born:**

- 7 has lived in the parish for a period of at least 6 months  or
- 8 has at any time habitually attended normal church services in the parish church for a period of at least 6 months  or

**one of their parents or grandparents:**

- 9 was married in the parish

or:

- 10 they have been granted a Special Licence

To the best of my belief the answers to the above questions are correct. I agree to the use of the information on this form as described below.\*

Bride .....

Dated .....

Groom .....

Dated .....

For the purposes of data protection law, the data controller is the Minister of the parish, .....

and the PCC .....

("PCC"), who will use the information on this form to ensure that the legal requirements relating to the marriage are complied with and to make arrangements for the wedding ceremony. The Minister and PCC will only share the information with those who need to see it for those purposes.

Your data may be stored on behalf of the Minister, or the PCC either on systems owned by the Archbishops' Council of the Church of England or other software. After your wedding, your church would love to keep in touch with you on anniversaries and to let you know about services and events that may interest you. If you are happy for the church to keep in touch with you in this way, please tick this box:

**For office use only:**

**The couples key dates:**

First meeting

Prep event(s)

Banns

First anniversary

You might like to enter the couple's details in the online Pastoral Services Diary at [www.pastoralservicesdiary.org](http://www.pastoralservicesdiary.org) to receive "send a card" reminders.

**Wedding Choices:**

Officiant

Entrance

Reading(s)

Hymns

Recessional

Other

**Useful contacts for this couple:**

Photographer

Videographer

Flowers

Bells

Choir