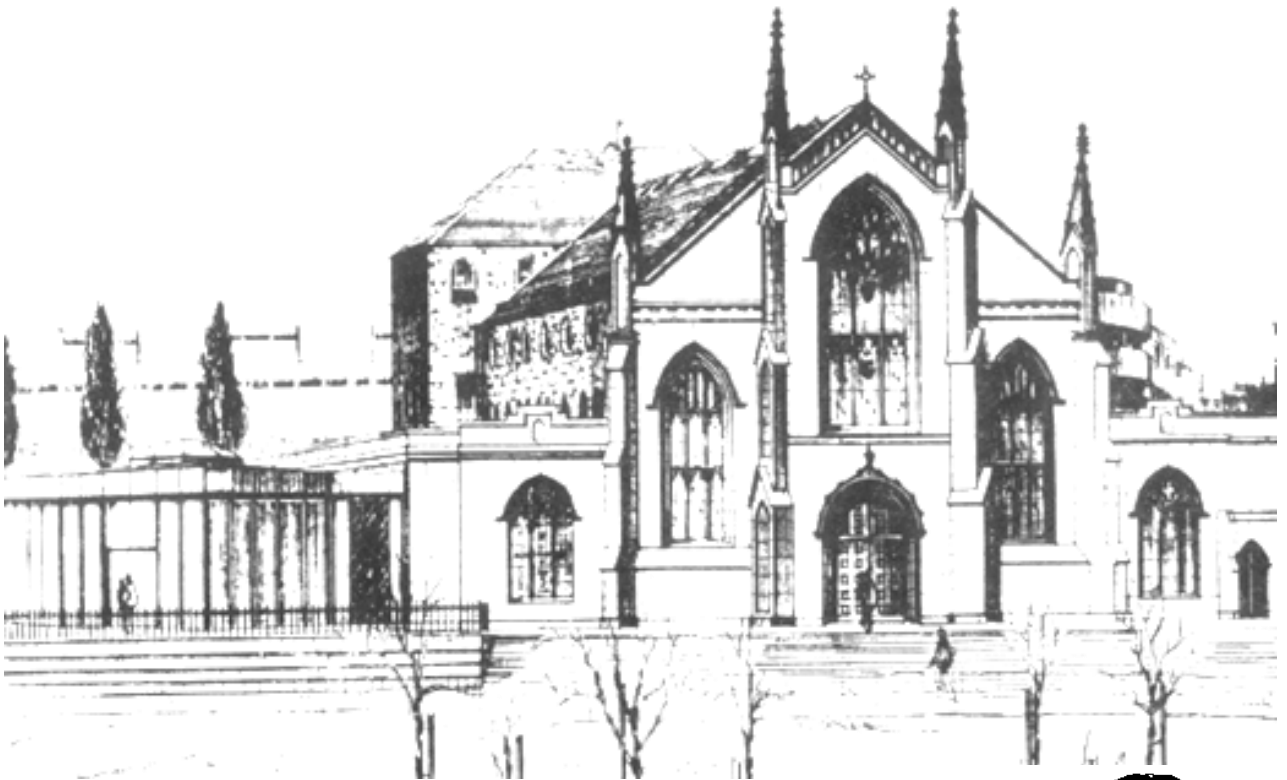


Marrying in St Mary's Cathedral



Visitor to the Cathedral



Broughton Street, Edinburgh

St Mary's Metropolitan Cathedral

V. Rev. Monsignor Michael B. Regan, KHS, BA, MLitt, MTh, DEA.

Postal Address:
61 York Place,
Edinburgh EH1 3JD
Telephone 0131 556 1798
e-mail: frmichael@stmaryscathedral.co.uk

Welcome to St Mary's Cathedral. We are delighted that you are getting married and wish to be married here in the Cathedral. It will be our pleasure to help you prepare for the ceremony and also to celebrate the ceremony with you.

Here are some frequently asked questions and answers concerning marriage in the Cathedral. Hopefully they will be of help to you.

1. *Who can get married in the Cathedral?*

As long as both parties are free to marry and one of them is a Roman Catholic then they may be married here.

2. *What if I don't live in the Cathedral parish?*

If you do not live in the Cathedral parish but elsewhere in the Archdiocese of St Andrews and Edinburgh then you will require a letter of permission from your parish priest to permit the preparation and paperwork to be done here.

If you live outside the archdiocese, then you will require to do the preparation and preliminary paperwork with your own parish and they will forward the necessary paperwork to the Cathedral.

3. *How much notice of marriage do I need to give?*

The Archdiocesan regulation requires six months notice of a marriage.

4. *What preparation will we be required to undertake?*

All couples preparing for marriage are required to undertake a course of preparation. The Cathedral runs its own courses and these take place on two evenings with a team from the Cathedral including priests and married couples.

The purpose of the preparation is to enable you to reflect on what Church marriage means and also to start the process of preparing for the ceremony.

5. *What other details are required?*

You will be required to produce baptismal and confirmation certificates if you are a Catholic. These need to be less than six months old. For someone who is not a Catholic they will require proof of Christening if they have been christened and a letter from a parent establishing freedom to marry, i.e. that they have never been married before. At the preparation you will be given details of the civil requirements for a marriage to take place.

We look forward to meeting you and getting to know you ahead of the celebration of your marriage.

Michael Regan

CATHEDRAL HOUSE
61 York Place, Edinburgh, Scotland EH1 3JD
Telephone: +44 131 556 1798
Fax: +44 131 556 4281
Email: Stmaryscathedral@btinternet.com

Marrying in St Mary's RC Cathedral, Broughton Street, Edinburgh

Church Requirements

The *Diocesan Policy on Preparation for Marriage* (1981) of the Archdiocese of Saint Andrews & Edinburgh requires that you give your parish priest at least **6 months** notice of your intention to marry. He will ask you to fill out various forms and ask you for supporting documentation. He will also advise you as to the best means of marriage preparation available to you.

Marriage Documentation Required (your local Parish Priest will keep you informed)

❖ **Pre-nuptial Enquiry Forms**

The priest will fill these out with you as well as applying for any dispensations.

❖ **Baptismal Certificates (no older than 6 months before your wedding)**

You must produce these certificates. They can be obtained from the parishes in which you were baptised. Write to the Parish Priest of that parish giving your name, date of birth, parents' names and roughly when the baptism took place. He will send them to you.

❖ **Letters of Freedom (no older than 6 months before your wedding)**

Before getting married you must establish that you are free to marry. You must get a Letter of Freedom, a simple statement from parents or someone close to you to state that you have not been married before, where and when you were baptised. The letter should be signed and dated.

Once these papers are satisfactorily completed, your Parish Priest will forward them to your local Diocesan Curia who will then send them to the Archdiocesan Offices of this Diocese who in turn send them on to us. Our Diocesan Offices is at Gillis Centre, 100 Strathearn Road, Edinburgh, EH9 1BB (Tel: 0131 623 8900).

Civil Requirements:

Under the terms of Scots Law, at least 4 to 6 weeks before the proposed marriage, each party must submit a completed **Marriage Notice (Form M10)** to the Registrar of the district in which the wedding is to take place. If the Registrar is satisfied that there are no legal impediments, he will issue a **Marriage Schedule** not more than 7 days before the wedding: one of the parties must attend personally to receive it. This **Schedule** must be brought to the priest or deacon **before** the ceremony - normally at the Wedding Rehearsal. **Without the Marriage Schedule, the priest will not be able to marry you!**

Immediately after the Ceremony, the **Marriage Schedule** is to be signed by both parties, the witnesses and the Celebrant. The parties are responsible for returning the **Schedule** to the issuing Registrar for registration within 3 days: failure to do this could lead to prosecution or a fine.

For full Civil requirements and Forms M10 please write to or telephone:

Registrar's Office
59-63 George IV Bridge
Edinburgh
EH1 1RN
SCOTLAND
Tel: +44 131-529 2600

Details about Marrying in the Cathedral

Timings

Saturdays from 1.00 pm and before 4.00 pm
Mondays- Fridays from 2.00 pm

Music - Please see the separate information sheet and booking form.

Flowers

Valerie Ball - (0774 789 6038) will organise your flowers for the wholesale cost, plus a small donation to the cathedral. It is traditional in Catholic churches that the flowers are left in the church after the wedding.

If you are arranging your own flowers, please fix a suitable time with the Cathedral Staff for access. Our Mass Times etc can be viewed on our website www.stmaryscathedral.co.uk

Booking Reception in Hall Complex

Frances Whitton, Hall Complex Manager - (0131) 523 0102, e mail parishcentre@btinternet.co.uk

Photography & Video

We have no objection to photographs or video being taken in the Cathedral so long as they are discreet & are not a distraction to the ceremony. Please also see the music information sheet for further information relevant to video recordings.

Film Maker

Professional service offered by Sabine Claus www.creationeditor.co.uk

General Information

Confetti should not be thrown inside or outside the Cathedral.

Hotels

Edinburgh is rapidly becoming a popular destination for visitors all year round. If you are planning to hold a reception after your wedding, or if you require accommodation during your visit, you can arrange this by contacting:

Edinburgh and Scotland Information Centre
3 Princes Street
Edinburgh
SCOTLAND
EH2 2QP
Tel: +44 131 557 1700 (General Enquiries)
Tel: +44 131 473 3855 (Accommodation)
Fax: +44 131 473 3881 (Accommodation)

Although you may have initially made contact with a priest in St Mary's Cathedral, due to the demands made on our priests, we cannot guarantee that the same priest will conduct your wedding ceremony. When you arrive in Edinburgh you should contact the Cathedral to arrange a rehearsal for your wedding. You should bring the **Marriage Schedule** with you to the rehearsal and relinquish it to the priest for safekeeping.

If you are unfamiliar with Edinburgh you may find it confusing to realise that there are two St Mary's Cathedrals. Please ensure that you ask directions for the right church! This church is in Broughton Street in the East End of the city centre.

Donations

We are happy that you have chosen to marry in our church. You may wish to make a donation to the parish to help defray the costs (Sacristan, use of the Cathedral, Stole fees). We suggest a donation of £200 Sterling.



Guidance for Wedding Music

All music must be discussed with a member of the music staff at the time of returning the enclosed music form, as soon as possible after booking the Cathedral for the service.

For all enquiries or requests regarding use of the cathedral organ, singers or other musicians, contact the Director of Music, Emma Turnbull, on (07967)199483 or via email at louise_turnbull@hotmail.com.

You are also welcome to contact Simon Nieminski, the Cathedral Organist, for advice about organ music at your wedding – please email him at organist@stmaryscathedral.co.uk.

Requests for solos or for music which requires extra singers or instrumentalists are welcome, but may incur extra charges.

You are welcome to have a piper as pre-service music, for the entrance or recessional, but you must arrange this yourself.

The Cathedral is fortunate to have an excellent large, new pipe organ, completed in 2007. Under normal circumstances, the organ may only be played by the Cathedral Organist, or in the case of his unavoidable absence, a deputy provided by him.

If you would like any musicians to be involved who may be known to you personally but are not members of the Cathedral staff, please refer this also to the Director of Music.

In exceptional circumstances, a visiting organist or other musicians may be involved during the service by request; in this case, the usual fees will still be payable to the Cathedral's musicians who would otherwise have played. A condition of this would be that the visiting organist meet the Cathedral Organist in advance, to be shown the instrument.

A copy of your service sheet should be provided in advance, to be delivered no later than the day before the wedding. This may be sent via email.

If you are considering making an audio or video recording of your service, you must discuss this with the Director of Music at the time of confirming the date of your wedding. Additional fees are charged for recording our musicians, in accordance with Section 2 of Copyright, Designs and Patents Act 1988. The Cathedral has no recording facilities – equipment and operation are the responsibility of the hiring party. If you are not planning to record your service, we would be grateful if guests could please be made aware that informal recordings are not permitted.

Musicians' fees are applied as follows (2009-2010 rates):

- | | |
|--|-------|
| • Organist alone | £103 |
| • Pianist alone | £103 |
| • Organ or piano + vocal ensemble supporting hymns | £206 |
| • Organ or piano + singer (soloist) | £206 |
| • Organ + Cathedral Choir | £515 |
| • Audio recording | +50% |
| • Video recording | +100% |

If you would like to be sent a CD with extracts of various pieces suitable as wedding organ music, congregational hymns and vocal solos, please email organist@stmaryscathedral.co.uk. While you are welcome to choose from this compilation, this list is not exhaustive and you are welcome to discuss your choices with us.

WEDDING RECEPTIONS IN THE PARISH HALL

St. Mary's Parish Centre offers an intimate, friendly setting for your celebration right beside the Cathedral. We can serve up to 80 guests a canapé & champagne reception whilst you have your photographs taken. Follow this with a cold buffet & complete your evening with a ceilidh or disco. We can provide all at very competitive prices.

Should you wish to discuss your celebration, don't hesitate to contact The Parish Centre Manager, Fran Whitton via email info@cafecamino.co.uk or 0131 523 0108. You can also view pictures of the hall on www.stmaryscathedral.co.uk

**CANAPES £7.00 PER HEAD
PLEASE CHOOSE 6 KINDS OF
CANAPES.**

**WE WILL INCLUDE BOWLS OF
OLIVES AND CRISPS.**

Homemade Blinis – topped with
Smoked salmon & cream cheese

Crombies sausages on sticks

Oatcakes & Scottish Cheese

Cucumber & tuna tartar slice –
With a hint of sweet chilli.

Mozzarella/cherry tomatoes & basil on
sticks

Seasonal fruit wrapped in Parma Ham

Focaccia crostini topped with houmous

Chorizo & Manchego Cheese

**COLD BUFFET MENU –
£15.00 ADULT - £8.00 CHILD UNDER 12**

Whole poached salmon
Roast smoked venison
Smoked Scottish beef
Italian Antipasti
Quiche
Focaccia

Salads:
Bombay Potato
Cous cous vegetable
Mexican rice
Pasta & vegetable
Sweet & sour beetroot
Mixed greens

Tea & coffee

**FOR AN EXTRA £2.00 PER HEAD
WE CAN ADD HANDMADE
INDIVIDUAL SICILIAN PASTRIES**

**WE ALSO PROVIDE CHILDRENS
LUNCH BOXES FOR UNDER 5'S
FOR £3.50 EACH**



ST MARY'S RC CATHEDRAL, BROUGHTON STREET, EDINBURGH

Enrolment for Marriage Form

Couples, who consider the Cathedral as their parish and are intending to be married here, are asked to give at least 6 months notice. Please complete this form and return it to Anne Lawrie, Parish Co-ordinator, 61 York Place, Edinburgh, EH1 3JD. Thereafter, confirmation of your booking will be sent to you.

Full Name of Groom	Full Name of Bride
Address	Address
Postcode	Postcode
email	email
Telephone Number	Telephone number
mobile	mobile

Date of Marriage	Place of Marriage
Time of Marriage	Celebrant
	Priest responsible for Documentation

Office use only	
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Music Booking Form
 St MARY'S CATHEDRAL,
 CATHEDRAL HOUSE, 61 YORK PLACE, EDINBURGH. EH 1 3JD

BRIDE GROOM

Date of Wedding Time

NOTE of FEES, 2009-2010*
Please tick your requirements

Music: Either no music (i.e., said service only) (Please return this form even if you will not be having music at your wedding.)	No fee	<input type="checkbox"/>
or Organist alone	£103.00	<input type="checkbox"/>
or Pianist alone	£103.00	<input type="checkbox"/>
or Organ or piano with 4 singers to support congregational hymns	£206.00	<input type="checkbox"/>
or Organ or piano with vocal soloist	£206.00	<input type="checkbox"/>
or Organ with full Cathedral Choir	£515.00	<input type="checkbox"/>
With audio recording (music fee + 50%)		<input type="checkbox"/>
With video recording (music fee + 100%)		<input type="checkbox"/>

**Fees are correct at time of printing but may be subject to revision. We will inform you of any significant changes.*

You should now:

1. Return this form as soon after as possible after you have booked your wedding;
2. After returning this form, discuss all music with Emma Turnbull (Director of Music: (07967)199483 or louise_turnbull@hotmail.com);
3. Settle the account (which will be sent to you) at least one month before the wedding.

Name and address of person to whom the account should be sent

Signed

Date

Office use only

**Please email this form to organist@stmaryscathedral.co.uk or post to:
 Simon Nieminski, Cathedral House, 61 York Place, Edinburgh. EH1 3JD**



GIFT AID DECLARATION

**THE ROMAN CATHOLIC ARCHDIOCESE OF ST ANDREWS & EDINBURGH
IS A CHARITY REGISTERED IN SCOTLAND - NO. SC008540**

Title.....Forename(s).....Surname.....

Address.....

.....Post Code

PARISH: St Mary's Cathedral

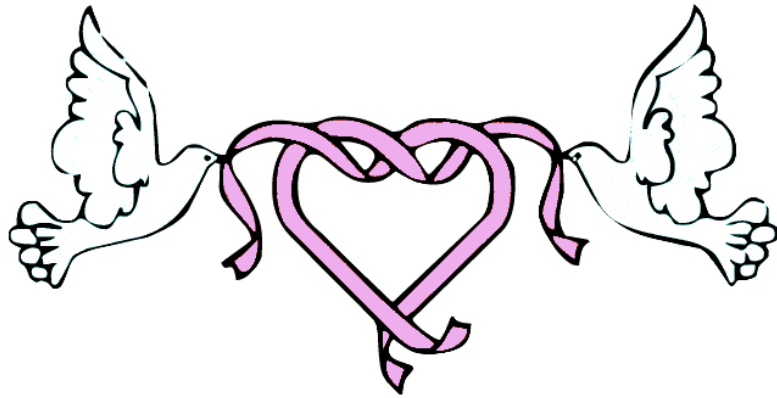
I declare that I want the Archdiocese of St Andrews and Edinburgh to treat all donations I make as gift aid donations.

Signature

Date.....

Note: Donors must be taxpayers who pay an amount of Income tax or capital gains tax equal to the tax reclaimed by the charity on the donations in each tax year.

<i>Office use only:</i>	
<i>Donation</i>	
<i>Gift Aid</i>	
<i>Date</i>	



St Mary's Metropolitan Cathedral is a parish of the Roman Catholic Archdiocese of St Andrews and Edinburgh, a Charity registered in Scotland Number SC008540