



**GUIDANCE FOR THOSE REQUESTING MARRIAGE
IN MAGDALEN COLLEGE CHAPEL
2020**

PERMISSIONS

1. Permission to be married in the College Chapel is given at the discretion of the President and Dean of Divinity. In order to be married at Magdalen, you will need to have a connection with College, i.e. Fellows and Fellows' immediate families, College alumni, current College members, and staff members and their immediate families.

The Dean of Divinity will need to know at the outset of anything that might make it more complicated for the parties to be married in the Church of England (e.g. if either of them has contracted a previous marriage with a partner still living or if either person is a foreign national). Once a date has been negotiated with the Dean of Divinity, the parties should write to the President, Professor Sir David Clary, seeking his formal permission to be married in the College.

LICENCES

2. Unlike a parish church, the Chapel is not licensed for weddings. Marriages can however take place in Chapel after the granting of a Special Licence to marry by the Faculty Office of the Archbishop of Canterbury.

Forms and details of application should first of all be sought from:

<http://www.facultyoffice.org.uk/special-licences/>

The priest who will conduct the wedding (who may, but need not, be the Dean of Divinity) is required to endorse the application and to confirm:

- (i) That the College consents to the use of the Chapel.
- (ii) That the Vicar of the parish in which the intending Bride and Groom geographically reside – it will be more than one Vicar if the Couple live in different parishes – has been contacted and is happy for the marriage to take place at Magdalen rather than in the Couple's own parish or parishes.
- (iii) That the officiating priest positively recommends the granting of a Special Licence, giving reasons in favour.
- (v) That the Vicar of the University Church of St Mary the Virgin (High Street, Oxford, OX1 4AH) consents to the use of the St Cross parish registers in the College Chapel at the date and time of the projected wedding. To obtain this permission, application must be made, *by the parties seeking to be married, at an early stage*, to the Administrator of the University Church (tel. 01865 279111, or, university.church@ox.ac.uk). A standard fee (£114 in 2019), is payable to the University Church for use of the registers. If the University Church registers are not available, the Dean of Divinity will organise the use of another church register.



A separate fee (£325 in 2019) is charged by the Faculty Office for the issue of the Archbishop's Licence. Before the Licence is issued, one of the parties will be required to swear an Affidavit that there is no legal or ecclesiastical impediment to the marriage, either at the Faculty Office in Westminster, or before a local Anglican priest, or before the priest intending to officiate at their marriage. If the Affidavit is sworn before a priest, an additional fee of £5 is payable.

BLESSINGS

3. Sometimes a Couple will wish to have a sacramental solemnisation or blessing of their marriage in Chapel, having been legally married beforehand in a civil ceremony at a Register Office. In such cases the Registry Office ceremony is entirely separate from the service in Chapel.

Roman Catholic blessings with a nuptial mass may be conducted in Chapel under the auspices of the Roman Catholic Chaplain to the University, who should be contacted as soon as a date has been arranged with the Dean of Divinity. For more information email Fr Keith McMillan SJ (k.p.mcmillan.sj@gmail.com) or visit www.catholic-chaplaincy.org.uk/information/university-weddings/.

Whatever shape the subsequent Chapel service may take, no registers are signed at the service nor does the officiating priest issue any certificate, the couple's legal marriage having already taken place. The service should not be described as a 'wedding' or 'marriage' in any written material, such as invitations, orders or service etc.

If it takes place in Oxford, arrangements for the civil ceremony must be made with the Registrar at 43 Westgate, Oxford (Tel: 01865 815900); or visit www.oxfordshire.gov.uk/cms/public-site/marriages.

CHAPEL FEES

4. For all weddings taking place in 2020, the College charges a fee of **£1,600 plus VAT** (including the services of the Verger, the use of the Chapel organ and the provision of a College organist). Chapel Fees are invoiced and payable no later than four weeks before the wedding date.

CHAPEL ORGAN, ORGANISTS AND MUSIC

5. Permission for the use of the Chapel organ must be obtained from the Organist and Informator Choristarum (Mr Mark Williams) who will ordinarily appoint an organist of his choosing to play at the service. He is best contacted via the Chapel & Choir PA choir@magd.ox.ac.uk. The fee for the use of a College organist is included in the £1,600 + VAT Chapel fee, although additional fees will be payable to any musicians supplied by the College should the service be video recorded.

The College Choir is not usually available to sing at weddings but the wedding organist may be able to arrange for a small choir to sing on the day for a separate fee. As a guide, a group of eight singers would normally be recommended for most weddings. In 2018-19, the fee per singer is £50 if the service takes place during a time when members of the



Choir are in residence, and £70 per singer for services taking place mid-vacation. If you would like to bring your own musicians, please give us their details and let us know if they will require music stands. The Chapel cannot provide amplification or the means to play recorded music during the ceremony. A list of popular wedding music and hymns is attached, if you need ideas, and the organist appointed to play for your service will be glad to meet you or to communicate by email or telephone to assist you in musical choices.

FLOWERS

6. The provision and arrangement of flowers in the Chapel is wholly the responsibility of the Couple, with the understanding that flowers may not be placed on the altar itself. The furnishings of the Chapel should not be rearranged without permission from the Dean of Divinity. Repositioning of the brass 'eagle' lectern is never permitted. The couple should arrange for the removal of flowers after the service and, in particular, for the prompt removal of any pedestals, etc., provided by the florist.

BELLS

7. Arrangements for the ringing of bells should be negotiated with the Secretary to the Oxford Society of Change Ringers, email secretary.os@btinternet.com (telephone 01865 864289). No other bell ringers are permitted. The Home Bursar, Mr Mark Blandford-Baker (mark.blandford-baker@magd.ox.ac.uk) should be notified as soon as bell-ringing has been agreed by the Society. The fee for bell-ringing is paid direct to the Society by those getting married.

PHOTOGRAPHY AND VIDEO RECORDINGS IN THE CHAPEL

8. Photographs (without flash) may be taken in Chapel from a stationary point during the service in consultation with the Dean of Divinity. Video recordings are only permissible by arrangement with the Dean of Divinity and will incur additional fees for the musicians.

WEDDING CATERING AND PERMISSIONS FOR NON-CHAPEL ACTIVITIES IN THE COLLEGE

9. A College guide for couples seeking permission for car parking, use of the grounds and wedding catering will be provided at the initial meeting with the Dean of Divinity. Please note that catering bookings are not finalised until 1st September in the year prior to the wedding date.

Andrew Bowyer (Dean of Divinity)
andrew.bowyer@magd.ox.ac.uk tel. 01865 276027

Mark Williams (Informator Choristarum)
mark.williams@magd.ox.ac.uk tel 01865 276007

Melanie Bennette (PA to the Informator Choristarum and Dean of Divinity)
choir@magd.ox.ac.uk / tel. 01865 286701