

Please read the *Church of St Teresa Wedding Guidelines* on the following pages before completing this form.

Wedding Date:		Timing:	10am slot* / 2pm slot*
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* Booking duration for main Church is 3 hours (8.30am to 11.30pm for 1st wedding & 12.30pm to 3.30pm for 2nd wedding).

* The carpark must be cleared by 1pm for the first wedding and by 5pm for the second wedding. Please be punctual.

	BRIDEGROOM	BRIDE
Name (as in IC):		
NRIC/Passport No:		
Nationality:		
Religion:		
Address:		
Mobile No:		
Email:		
Father's Name:		
Mother's Name:		

Delete where not applicable

<i>(Not required for Wedding Anniversary)</i>	BRIDEGROOM	BRIDE
Are you baptised?	Yes / No	Yes / No
Are you confirmed?	Yes / No	Yes / No
Have you been married before?	Yes / No	Yes / No
If yes, have you obtained an annulment / nullity of the previous marriage from the Catholic Church?	Yes / No / NA	Yes / No / NA
Were you a Catholic at the time of your previous marriage?	Yes / No / NA	Yes / No / NA
Was the marriage done in a Catholic Church?	Yes / No / NA	Yes / No / NA
Have you attended Marriage Preparation Course (MPC) or Catholic Engaged Encounter (CEE)?	Yes / No	Yes / No
Have you attended the Natural Family Planning (NFP) course?	Yes / No	Yes / No
Are you (Bride-to-be) currently pregnant?	NA	Yes / No
Do you currently have any children?	Yes / No	Yes / No
If you are a non-resident couple in Singapore, have you fulfilled the civil requirements for marriage?	Yes / No	Yes / No

CHURCH OF ST TERESA Wedding Booking Form

PRESIDER / SOLEMNISER	
Name:	Rev. Fr.
Parish:	

Do note that the Catholic priest must be a licensed solemniser in Singapore.

If already married in civil ceremony:
Country: _____ Certificate No: _____ Date: _____

USE OF THE CHURCH OF ST TERESA FACILITIES		
Use of main Church (<i>Max. 600 persons allowed</i>). (<i>Details for payment can be found below. Do ensure that you are issued an official receipt.</i>)		Token of SGD\$1,000
Total	SGD\$	

Payment Mode via PayNow

- Key in UEN: T08CC4029B to: **Church of St Teresa.**
- Key in the amount \$.
- Key in the reference: Wedding[date/time] e.g. Wedding251123/10am.
- Take a screenshot of your payment confirmation showing payment date & transaction reference.
- Email the screenshot to Church of St Teresa Parish Secretary: cst.secretariat@catholic.org.sg and Admin Secretary: cst.admin@catholic.org.sg

Please note:

Request for cancellation must be made in writing to the Church of St Teresa office.

The Church of St Teresa reserves the right to cancel the booking or make alternative arrangements if the wedding party does not fulfil the necessary requirements, abide by the terms of the wedding guidelines or under any other unforeseen circumstances.

The Church of St Teresa will not be held responsible for any loss, injury or damage sustained by the wedding party and its guests while in the Cathedral premises.

The wedding couple will be held liable for any damages to the Church of St Teresa's property caused by those involved (guests, vendors etc.) during the wedding. The wedding couple is also liable for restoring / replacing any item of fixed property defaced or damaged.

The Church of St Teresa reserves the right to review and make amendments to the guidelines and token amount for the venues without prior notice. Please note that any items not stated in the guidelines are deemed not to be provided for or permitted.

Even when a wedding date is confirmed, wedding can only proceed when all relevant ecclesiastical approvals are obtained and that there is no impediment to the church wedding.

Due to limitation in the resources and time, all wedding Masses at the Church of St Teresa shall be celebrated in Ordinary Form (Novus Ordo).

Consent to Collection of Personal Data in this Form

The Church safeguards all personal data collected through any Church ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act (No 26 of 2012).

In compliance with the Singapore Data Protection Act and by filling this form, we agree and consent:

1. To the collection, receipt, processing, disclosure, storage and use of all our personal data and all such data submitted to the Roman Catholic Archdiocese of Singapore for the purpose of processing and administration of Sacraments.
2. To the transfer of all personal data and all such data submitted to other church entities within the Archdiocese of Singapore and/or foreign Diocese within the Roman Catholic church overseas, where applicable.

DECLARATION BY WEDDING COUPLE

We confirm that we have carefully read, understood and accept all the **Church of St Teresa Wedding Guidelines** as stated below and will fully comply with the guidelines. We confirm that the declaration made to the information as requested by the Roman Catholic Archdiocese of Singapore is correct and accurate.

We also confirm our consent to the PDPA guidelines listed above.

Bridegroom's signature

Bride's signature

Name:

Name:

Date:

Date:

Timeline for Wedding Masses at the Church of St Teresa

BEFORE BOOKING

The following are required before booking the Church of St Teresa for your wedding:

- At least one of you must be a **baptised and confirmed Catholic**. When one party is not Catholic, the presider must apply for permission or dispensation from the Archbishop before the wedding can be held in church.
- A **Catholic Priest** (not limited to the Church of St Teresa's priests) with a solemniser license in Singapore, must have agreed to be the presider and solemniser at your wedding.
- Book **Catholic Engaged Encounter** or **Marriage Preparation Course** before your wedding. For more information, visit ceespore.sg and/or catholicsg.info/mpc. An additional **NFP course** is highly recommended, visit naturalfamilyplanning.sg.

BOOKING AND CANCELLATION

Wedding date must be **at least 1 year away**. No weddings are conducted during Lent till Holy Saturday, Christmas, Days of Obligation and public holidays.

Request for cancellation or refund must be made in writing to the Church of St Teresa and is subjected to approval.

NOTICE OF MARRIAGE

File a **Notice of Marriage** with ROM at www.rom.gov.sg within three months of your wedding.

Submit your unsigned Certificate of Marriage to the Church of St Teresa office at least 2 working days before the wedding day for safe keeping. Sacristan will bring it out for signing on the day.

If you have already solemnised your marriage at ROM, submit a copy of your Certificate of Marriage **at least 2 weeks before the wedding** to the Church of St Teresa office for record.

PRENUPTIAL INQUIRY & WEDDING DAY PREPARATION (6 MONTHS)

Meet your presider for the **Prenuptial Inquiry** at least six months before your wedding. The following supporting documents will be required:

- Baptism extract** from your church of baptism should be issued within six months before your wedding date. This is not limited to Catholic baptisms.
- Certificate of Marriage** if you are already solemnised with ROM.
- Catholic Engaged Encounter** or **Marriage Preparation Course** Certificate.
- A copy of the NRIC/passport and birth certificate of bride & groom.
- A copy of the NRIC/passports of both witnesses.
- Documents & information of previous marriage & spouse (if applicable).
- Annulment documents from the Church on previous marriage (if applicable).
- Any other documents as required by your presider.

WEDDING REHEARSAL AND CHURCH SETUP

Maximum capacity allowed for the main Church is 600 persons. In compliance with the Fire Safety Act, no overcrowding and standing is allowed and contravening the requirement is an offense. Please keep the number of guests **strictly below 600 persons**.

1 The rehearsal day is fixed on the **Monday OR Tuesday just before your wedding**. Timing for rehearsal begins at **7pm**. Please be **punctual** for the rehearsal as the duration is **within the one-hour** allocated time only. Please do not enter the Sanctuary and the Sacristy.

Set up starts at 8.30am onwards on the wedding day only for the 1st session at 10am, and 12.30pm onwards for the 2nd session at 2 pm. (No set up and decorations are to be done on the Friday before the Saturday wedding).

LITURGY: WEDDING BOOKLET, MUSIC, AV, PHOTOGRAPHY, VIDEOGRAPHY

Consult your presider for help in putting together a booklet for your wedding liturgy. He will vet the text, and advise on appropriate prayers, readings, and songs. The content of the Mass text as stipulated by the Archdiocesan Liturgical Committee cannot be changed. No secular songs are allowed during the Mass/Service. Please choose religious hymns appropriate to the particular section of the liturgy.

The audio-visual system is not available for use and there should not be any tapping directly onto our audio-visual system. Photo montages are not permitted. However, 2 to 3 cordless microphones will be provided for your use.

Please make your own arrangements to engage the choir, musician, keyboardist/pianist, altar servers, lectors, photographer, videographer and caterer. The Church of St Teresa does not provide them.

- a. No Photographers or Videographers are allowed in the sanctuary.
- b. No flash photography during the Mass/Service.
- c. Choir and musicians may use the Weinberg Grand Piano and Electone only and is subjected to its availability as it may require unforeseen repairs and maintenance works.

No customary or traditional activities are allowed in the main Church e.g. tea ceremony, etc.

No taking of group photos **inside the main Church and in front of the sanctuary**. Group photo taking will be taken **outside the main Church**.

DECORATIONS AND FLOWER ARRANGEMENTS

Only the **authorised person(s) of the Church of St Teresa** are allowed to arrange the flowers for the Church of St Teresa Sanctuary. No **external florists are allowed** for the decoration of the sanctuary.

- a. The Church of St Teresa's ordinary flower arrangement can be used with no additional charge.
- b. Flower arrangements **in the Sanctuary** done by the Church of St Teresa are **not to be removed** by the wedding party.
- c. The arrangement and colour of the flowers at the main sanctuary shall be determined by the Church of St Teresa, in accordance with liturgical season.

The flower arrangements by the Church of St Teresa **do not include pew decorations, the front reception desk and wedding couple chairs**. Couples may bring their own pew decorations, flowers for the front reception desk and couple's chair.

Flower arrangements and decorations are to be tied to pews and chairs with **ribbons only**. No pins, tapes or wires for securing of the flowers. These are to be removed from the church compound and properly disposed of immediately after the wedding.

The Church of St Teresa **does not provide flowers arrangements after Feast of Christ the King and through the season of Advent and Lent**. Please make your own arrangements during this season. Flower arrangements are to be subdued and scaled down in keeping with the spirit of the season. Please remove them after the wedding.

Two desks will be provided – one for the **signing ceremony** and the other for the **reception at the front entrance**. A reception table will be provided at front entrance is 600mm (W) x 1200mm (L) x 750mm (H), excluding tablecloth. These desks are to be placed at locations designated by the Church of St Teresa.

No other decorations are allowed in the church without prior consent.

OTHER MATTERS

The appropriate **respect and reverence** should be shown by everyone within church premises. Especially in the main worship space. Points to note:

- a. Silence must be observed 10 minutes before the Mass/Service begins.
- b. No talking during the wedding.
- c. No using of mobile devices. Mobile phone should be on silent mode.
- d. No eating and/or drinking in the main Church.
- e. Proper, modest and respectful dress code and decorum must be observed.
- f. No throwing of confetti, rice, bubbles or flower petals.
- g. No moving of church furniture from their original positions.
- h. No pets or animals are allowed.
- i. The premise must be cleaned and cleared of garbage after the wedding.

Due to the limited number of parking lots at the Church of St Teresa, the wedding couple is to limit the number of cars parked at the Church of St Teresa compound. No double parking is allowed.



Chancery of the Roman Catholic Archdiocese of Singapore

#07-01 Catholic Centre, 55 Waterloo Street
Singapore 187954

INSTRUCTIONS BEFORE ACCEPTING A WEDDING BOOKING IN THE CATHOLIC CHURCH

We, _____ (Bridegroom-to-be) & _____ (Bride-to-be)
acknowledge that:

1. No wedding Mass or wedding Service will take place on Christmas, Epiphany, Good Friday, Holy Thursday, Holy Saturday, Easter Sunday, Ascension, Pentecost, Corpus Christi, and All Saints.
2. It is our duty to attend the Marriage Preparation Course (MPC) or Engaged Encounter (EE) or a preparation with a priest before our wedding.
3. It is highly recommended for us to attend the Natural Family Planning (NFP) sessions.
4. It is our obligation to apply for the ROM license to get married 3 months before our wedding date.
5. We should obtain the unsigned ROM certificates from the ROM for the wedding ceremony.
6. If the bride-to-be is pregnant, the priest must be informed and the priest is to be provided with a medical certificate stating this.
7. The priest has read out and explained to us the impediments as listed in the prenuptial inquiry form.
8. The priest has advised us that since I am marrying a Muslim, we have to approach the Chancery for further instructions.

The following requirements are purely for the ecclesiastical purposes

Questions for the priest to ask:

- | | |
|--|---------------|
| 1. Have you been married before to another person? | Yes / No |
| 2. If you are divorced, have you obtained an annulment / Pauline Privilege / Favour of Faith from the Catholic Church? | Yes / No / NA |
| 3. Are you both baptised? | Yes / No |
| 4. Have you attended MPC or EE before coming here? | Yes / No |
| 5. Do you understand that you must attend preparatory sessions before your wedding? | Yes / No |
| 6. Have you gone through the NFP course before coming here? | Yes / No |
| 7. If you are a non-resident couple in Singapore, have you fulfilled the civil requirements for marriage? | Yes / No |

[16 February 2023]



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For the Priest to be certain of:

- Was it a valid baptism?
- In which Church was the party baptised?
- Is the wedding going to take place in a Catholic Church?
- Are there any other impediments?

The civil courts granting a nullity to a previous marriage does not mean that the couple is free to be married in the Catholic Church. The Catholic Church must grant the nullity of marriage or a dissolution before someone (even a non-baptised person) can be married in the Catholic Church.

A certificate of annulment or dissolution (Pauline privilege or favour of faith) from the Catholic Church must be produced in cases where one party is a divorcee.

There have been instances where the couple denied being informed of the instructions and where couples have lied to the priest. Therefore the following must be signed in writing.

The questions and the acknowledgement must be completed when the request for the wedding date is made. All bookings are to be made one year before the wedding date.

Priests are reminded to interview the couple separately with the other party waiting outside his office when the prenuptial inquiry is carried out. The solemnizer is to conduct the prenuptial inquiry.

Name and signature of Bridegroom-to-be

Name and signature of Bride-to-be

Date

in the presence of Rev. Fr. _____
Name and signature

(This document is to be kept with the prenuptial inquiry form)

[16 February 2023]