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## 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:

1. **Baptism and Confirmation:** At least one of you must be a baptised and confirmed Catholic.
2. **Civil & Church Wedding:** A Catholic priest with a solemniser license in Singapore must agree to preside over and solemnise your wedding.
3. **Church Wedding:** A Catholic priest in Singapore must agree to preside over your wedding ceremony.
4. **Timeline:** Your wedding date must be at least one year from the date of booking.
5. **Availability at St Teresa's:** Weddings at the Church of St Teresa are held only on Saturdays at 10 AM or 2 PM.

### **BOOKING AND CANCELLATION**

1. **Wedding Date Requirements:**
  - Weddings and rehearsals will not be conducted during the following periods:
    - Lent through Holy Saturday
    - Christmas Day
    - Days of Obligation
    - Public Holidays
2. **Cancellation and Refunds:**
  - All cancellation or refund requests must be submitted in writing to the Church of St Teresa.
  - Requests are subject to approval by the church.

### **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:

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

### **NOTICE OF MARRIAGE (3 MONTHS)**

1. **Filing with ROM:**
  - File a Notice of Marriage with the Registry of Marriages (ROM) at [www.rom.gov.sg](http://www.rom.gov.sg) within three months of your wedding date.
2. **Submission of Certificate of Marriage:**
  - Submit your unsigned Certificate of Marriage to the Church of St Teresa office at least one week before your wedding day for safekeeping.
  - The sacristan will present the certificate for signing on your wedding day.
3. **If Your Marriage is Solemnised after the PNI stage:**
  - Submit a copy of your signed Certificate of Marriage to the Church of St Teresa office at least two weeks before the wedding date for church records.

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## **WEDDING REHEARSAL AND CHURCH SETUP**

### **1. Main Church Capacity:**

- The Main Church has a maximum capacity of 600 persons.
- In compliance with the Fire Safety Act, overcrowding and standing are strictly prohibited. Exceeding this limit is a legal offense. Please ensure the number of guests does not exceed 600.

### **2. Wedding Rehearsal:**

- If a rehearsal is required, contact the Parish Office at [cst.secretariat@catholic.org.sg](mailto:cst.secretariat@catholic.org.sg) to make an appointment.
- Rehearsal must be scheduled at least 3 weeks prior to your wedding to accommodate any changes made at the rehearsal.
- Please note that wedding rehearsals are only permitted on Mondays, Wednesdays, Thursdays, and Fridays at 7 PM. Please arrive on time, as the rehearsal is limited to a one-hour session.
- Rehearsals are not allowed on weekends, public holidays, or Days of Obligation.
- Entry into the Sanctuary and Sacristy is not permitted during the rehearsal.

### **3. Wedding Setup and Decorations:**

- Setup and removal of decorations must be done on the wedding day within the allocated time slots:
  - For the **10 AM wedding**: 8:30 AM to 11:30 AM.
  - For the **2 PM wedding**: 12:30 PM to 3:30 PM.
- Decorations must be installed and cleared strictly within these time frames.

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

### **1. Wedding Liturgy Booklet:**

- Consult your presider to assist in preparing the wedding liturgy booklet.
- The presider will review the text and guide you on suitable prayers, readings, and songs.
- The Mass text, as stipulated by the Archdiocesan Liturgical Committee, cannot be altered.
- Only religious hymns are permitted during the Mass/Service; secular songs are strictly prohibited. Please ensure the hymns align with the respective sections of the liturgy.

### **2. Audio-Visual System:**

- The church's audio-visual system is not available for use, and no external connections to it are allowed.
- Photo montages are not permitted.
- Two to three cordless microphones will be provided for your use.

### **3. Music, Choir, and Personnel:**

- Couples must arrange for their own choir, musician, pianist, altar servers, lectors, and commentator. The Church does not provide these personnel.
- The Weinberg Grand Piano and/or Electone may be used, subject to their availability and condition (e.g., unforeseen repairs or maintenance).

### **4. Photography and Videography**

- Photography and videography are not allowed in the sanctuary.
- Flash photography is strictly prohibited during Mass/Services.
- Photographers and videographers must remain stationary from the Liturgy of the Word until the Dismissal.
- No photography or videography is permitted from the Liturgy of the Eucharist to the Thanksgiving Hymn, except during the Nuptial Blessing.
- Once the bridal couple recesses to the Main Entrance, all guests must exit the Main Church and proceed there for group photography. Loitering and noise are not allowed inside the Main Church.
- Group photos are not permitted inside the Main Church or in front of the sanctuary. All group photography should take place outside the Main Church.

### **5. Customary or Traditional Activities:**

- Customary or traditional activities such as tea ceremonies are not permitted inside the Main Church or anywhere on the Church premises.

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## **DECORATIONS AND FLOWER ARRANGEMENTS**

To maintain the sanctity and uniformity of the Church of St Teresa, the following guidelines must be observed regarding decorations and flower arrangements:

1. **Sanctuary Flower Arrangements:**

- Only authorised personnel of the Church of St Teresa are permitted to arrange flowers for the Sanctuary. External florists are not allowed for Sanctuary decorations.
- The Church's standard flower arrangements can be used at no additional charge.
- Sanctuary flower arrangements done by the Church must not be altered or removed by the wedding party.
- The arrangement and colour of Sanctuary flowers will align with the liturgical season and are determined by the Church.

2. **Additional Decorations:**

- The Church's flower arrangements do not include pew decorations, the front reception desk, or the wedding couple's chairs. Couples may provide their own decorations for these areas.
- Decorations on pews and chairs must be secured using ribbons only—no pins, tape, or wires are allowed. These decorations must be removed immediately after the wedding and properly disposed of.

3. **Seasonal Restrictions:**

- Flower arrangements by the Church are not provided after the Feast of Christ the King and during the seasons of Advent and Lent. Couples must arrange for their own decorations during these times.
- Decorations during these seasons should be subdued and in keeping with the solemnity of the liturgical spirit. All decorations must be removed following the wedding.

4. **Furniture and Table Arrangements:**

- Two desks will be provided: one for the signing ceremony and one for reception purposes.
- The reception table at the front entrance measures **600mm (W) x 1200mm (L) x 750mm (H)** and does not include a tablecloth.
- These desks must be placed only in locations designated by the Church.

5. **Prohibited Actions:**

- No additional decorations are allowed without prior consent from the Church.

## **IMPORTANT GUIDELINES**

We kindly remind all attendees to show proper respect and reverence while on Church premises, especially within the Main Church, as it is a sacred space. Please take note of the following:

1. **Sacred Silence:**

- Maintain silence upon entering the Main Church. Conversations, if necessary, should be taken outside.
- Show reverence for the Holy Eucharist present in the Tabernacle.

2. **During the Wedding:**

- No talking is permitted during the ceremony.
- Mobile devices must be set to silent mode. Use of mobile devices are strictly prohibited.

3. **General Conduct:**

- Eating and drinking are not allowed in the Main Church.
- A modest, respectful dress code must be always observed.

4. **Prohibited Actions:**

- Throwing of confetti, rice, bubbles, or flower petals is not allowed.
- Church furniture must not be moved from its original position.
- Pets and animals are not permitted on Church premises.

5. **Cleanliness:**

- The premises must be cleaned and all garbage properly disposed of after the wedding.

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### **DRESS CODE**

We kindly ask all attendees to dress respectfully for the rehearsal and wedding Mass/Service, as it will take place in the Main Church. Please note that the following attire is not permitted:

- Skirts/pants above the knees
- Bare back/chest
- Slippers
- Sleeveless tops
- Hats/caps for men

Please cover yourselves with a jacket or shawl if your shoulders, back and/or chest are exposed until you leave the church premise.

### **PARKING GUIDELINES**

To ensure smooth operations and accommodate all guests, we kindly request the wedding couple to limit the number of cars parked within the Church of St Teresa compound. Please adhere to the following guidelines:

#### **1. Parking Regulations:**

- Guests must park only in the designated white parking lots that are shared among all visitors.
  - Church Level - 2 handicap parking lots, 33 car lots and 3 motorbike lots
  - Basement Carpark - 26 car lots and 2 motorbike lots
- Please note that parking is available on a first-come, first-served basis, and availability is not guaranteed. If your guests are unable to find a parking lot, they are advised to park within the Bukit Purmei residential area.
- The carpark follows a one-way traffic flow: enter through the main gate and exit via the back gate to prevent accidents.
- **Carpark Clearance Times:**
  - For the 10 AM wedding: The carpark must be cleared by 12 PM.
  - For the 2 PM wedding: The carpark must be cleared by 4 PM.

#### **2. Prohibited Actions:**

- No double parking is allowed.
- Parking is strictly prohibited in or in front of the priests' designated parking lots. Vehicles in violation will be towed at the owner's expense.

#### **3. Bus Restrictions:**

- Buses are not permitted on church premises.
- For bus drop-offs and pick-ups, drivers must use the back gate, located beside the Harbour Ville Hotel. Parking for buses is not allowed.