

Planning Your Wedding at the Church of St Ignatius (With effect from 1st March, 2011)

Congratulations to you for your forthcoming marriage! We hope we will be able to help you celebrate a memorable and meaningful wedding Mass/Service in our Parish. Please take a moment to read the following guidelines.

PART A: General Information

1. You probably have chosen a *date for your wedding*, but hopefully you have not booked and confirmed your hotel for your wedding dinner etc.
You will understand that our Parish Church has many pastoral demands on the use of our Church premises and facilities; we have at present more than 7,500 parishioners. As such, please note that for administrative purposes we have ALL the following conditions:
 - i. The *Church must be available* for the date that you have chosen. For this, please contact our Sacristan (Cuthbert Pereira at 9025 7784).
 - ii. Have you found a *Priest to preside* at your Wedding Mass/Service?
 - (i) If yes, Cuthbert will contact the Parish Priest for approval of the Priest you have chosen.
 - (ii) If no, then do you have any preference for a Priest that you know? If not, Cuthbert will bring your request to the priests who are available.
 - iii. Once you have found a Priest and the Church is available for your Wedding Mass/Service, then you are to consider whether you need to *book our Sacred Heart Hall* for the lunch/tea that follows your Wedding Mass. Note that bookings are confirmed *ONLY AFTER deposit payments* have been made to Jonell Ballecer, our Parish Administrator. Otherwise, the Parish reserve the rights to accept other bookings, on a first-come-first served basis. (*the Parish Administrator will then issue you the Church official receipt).
2. **Visit the Parish Office:** (Monday to Saturday: 9.00 am to 1.00 pm):
 - i. You may pick up the following forms from the rack outside our Parish Office or Phone Cuthbert directly for the above.
 - (i) “*Application Marriage*” Form” and
 - (ii) “*Wedding Celebration – Facilities and Services*” Form.
 - ii. You may download these forms from our Parish website at: www.stignatius.org.sg and send the completed forms to Cuthbert@stignatius.org.sg
3. **Church Requirements – Documents for your Marriage:**
 - i. Before the Priest can solemnise your marriage, you need to supply to fulfil the following documents:
 - (i) *Baptismal Certificate* – an extract dated within the last 6 months.
 - (ii) *Licence* or *Certificate of Marriage* (i.e. notice of marriage license from ROM the Registry of Marriage). This is a document permitting the couple to be lawfully married. Or

if already married in ROM, then copy of Civil Marriage Certificate.

- (iii) The planned date of marriage must be *within 3 months* from the date of the above ROM license, after which the validity of the permission to marry expires.
- (iv) ***Certificate of Attendance*** from the Engaged Encounter (EE) or the Marriage Preparation course (MPC) weekend before the wedding. This course is to be attended at least 6 months before the date of marriage.

For details of Registration refer to the following:

- ***Catholic Engaged Encounter: (CEE):***

E-mail: ceespore@catholic.org.sg

Website: <http://www.catholic.org.sg/ceespore> \

- ***Marriage Preparation Course: (MPC):***

Coordinators: Sebastian/Aileen Chow (Tel. 63453515)

E-mail: rgrace@catholicexchange.com

Registration: Gerry & Martha (Tel. 6228 3427)

E-mail: marthasohsk@yahoo.com

4. Use of Church Premises:

- (i) ***Reverence:*** This is to be observed by everyone, whether Christian or otherwise when in our Church premises. Please do not photograph or videotape from the sanctuary, and strong lighting is not permitted as we need to preserve the sanctity of the Marriage Mass/service. During the Wedding Mass/Service please ask your guests to maintain the silence and respect the religious services. The use of handphone, eating or drinking is NOT allowed in the Church.
- (ii) ***Choir:*** Our Church is not obliged to provide the choir. If this is made, then this is a special favour done. Generally, please make your own arrangements.
- (iii) ***Cleanliness & Order:*** No throwing of confetti, rice grains, flower petals in and around the Church. Also, no display of directional signs and decorations, and furniture in the Church is not to be moved around.
- (iv) ***Liability:*** The Church shall not be responsible for the loss of any articles or any injury or mishap sustained by the applicant and their guest(s) whilst in the premises of the Church.

5. Preparation of Couple by Priest:

Pre-Nuptial Inquiry: The couple must meet up with the Priest presiding your Marriage *at least 6 months* before the date of your Wedding Mass/Service.

Note: ***Dispensation from the Archbishop*** is needed for mixed marriages (i.e. between two baptised Christians, one of whom is a Catholic Christian) and Disparity of Cult marriages (i.e. between Catholic and non-Christian.). The presiding Priest who complete your "Pre-Nuptial Inquiry" form will send the form to the Archbishop office.

PART B:**Floral Arrangements – Conditions****i. Floral Arrangements Provided by Church “Flower Ladies” Ministry:**

(i) No charge if use our ordinary Church weekly floral arrangements.

(ii) If wedding couples wish the “Flower Ladies” to arrange special Wedding flowers, then there will be a basic charge is **\$100.00**.

But, if exotic flowers are requested, then the costs of such flowers will be billed on the invoice of the flowers.

Note that all flowers arranged by the “Flower Ladies” are to remain in the Church and ***NOT to be removed*** by the wedding couple(s). If there is more than one wedding on the same day, the Flower Ladies Ministry will only make ***one floral arrangement***.

Prior Arrangements: There is a ***“first-come-first served”*** basis policy. If a couple who has opted for the above before you, then you have to abide by their floral choice. For the sake of simplicity, you may NOT approach them to discuss your preference of colour or choice of flowers. **But, if this couple only opted for the Parish floral arrangements, then you may have opt for your floral arrangements with our Parish “Flower Ladies” ministry.**

ii. **Outside Florist:** Wedding couples may use outside florist under the following conditions: (*Note: ***at least 6 weeks notice*** prior to wedding have to be given.)

(i) If they wish to have floral arrangements for pews, place of gathering, signing and reception tables, then such floral arrangements ***must be removed*** from the Church’s premises by the ***wedding family*** immediately after the Wedding Mass/Service.

(ii) Our Church’s specification of such floral arrangements at Church pews must be strictly adhered to.

v. ***Flower Lady Contact:*** Our Parish Sacristan, Cuthbert will contact our Parish Flower Ladies directly. They in turn will contact you directly.