



ST JOSEPH'S CHURCH WEDDING GUIDELINES

GENERAL REQUIREMENTS

1. The following are required before booking St Joseph's Church for your wedding:
 - a. At least one of you must be a **Baptised Catholic**.
 - b. A **Catholic Priest** with a solemniser license in Singapore, must have agreed to be the presider and solemniser at your wedding.
 - c. Wedding date must be **at least 1 year away**.
 - d. You must have completed **Catholic Engaged Encounter** or **Marriage Preparation Course**.
 - e. You must have completed your **Prenuptial Inquiry**.
 - f. Optional - Couple may also choose to enrol with St Joseph for **Couple Mentoring Journey**.

BEFORE BOOKING

2. Complete **Catholic Engaged Encounter** or **Marriage Preparation Course** at least one year before your wedding. For more information, visit www.catholicsg.info/mpc and www.ceespore.sg.
3. Contact a **Catholic Priest, with a solemniser license in Singapore, to be the presider** at your wedding. St Joseph's Church does not provide the presider. However, you may request for the Rector or the Assistant Priest subject to their availability to preside for your wedding.
4. **When one party to the marriage is not Catholic**, the presider, on behalf of the parties, must apply for **permission/ dispensation** from the Archbishop before the wedding can be held in church.

PRENUPTIAL INQUIRY

5. Meet your presider for the **Prenuptial Inquiry** at least six months before your wedding. The following supporting documents will be required:
 - a. **Baptismal certificate extract** from your church of baptism, issued within previous six months, if you are baptised. This is not limited to Catholic baptisms.
 - b. **Certificate of Marriage** if you are already solemnised with ROM.
 - c. **Catholic Engaged Encounter** or **Marriage Preparation Course** Certificate
 - d. Your NRICs or Passports.
 - e. Your two witnesses' NRICs or Passports.
 - f. Form "Attachment A" on page 9 of this document.
 - g. Documents & information of previous marriage & spouse (where applicable)
 - h. Annulment documents from the Church on previous marriage (where applicable)
 - i. Any other documents as required by your presider.
6. The wedding party is responsible to remind and ensure that your presider submits the **Prenuptial Inquiry Form** and supporting documents to St Joseph's Church, Victoria Street.



BOOKING OF ST JOSEPH'S CHURCH AND FACILITIES

7. **At least 1 year** before your wedding, contact St Joseph's Church Administrator to reserve date.
8. Weddings at St Joseph's Church are only held on Saturdays of the month (wedding bookings are unavailable in **2 weeks before Christmas** and **3 weeks before Holy Saturday**). The church can cater for two (2) weddings Mass/Service on a Saturday.

Times for wedding booking are **10.00am** and **2.00pm**. Reservation of date and time is subject to a first-come-first-serve basis.
9. Rehearsal day is fixed for **Wednesday 7.45pm to 9.00pm** or **Thursday 7.45pm to 9.00pm, the same week before your wedding**. The rehearsal times is **7.45pm – 9.00pm**. Please be punctual for the rehearsal as the duration is strictly within the one-hour allocated time. **Do not enter the Sanctuary and the Sacristy**. Approach the Sacristan for assistance.
10. Upon reservation, please submit completed **wedding booking form (page 6-7)** with **full non-refundable payment**, to St Joseph's Church Administrator **within three months of reservation**. Otherwise, reservation will be released for other bookings.
11. Please make **cheque** payable to "**St Joseph's Church Fund**" and ensure that you are issued an **official receipt**.
12. Once payment is accepted, booking will be confirmed and the date locked.

NOTICE OF MARRIAGE

13. File a **Notice of Marriage** with ROM at www.rom.gov.sg within three months of your wedding.
14. **Please submit your blank Certificate of Marriage to the administration office by Thursday before the wedding day for safe keeping**. The Sacristan will bring it out for signing on the wedding day.
15. If you have already solemnised your marriage at ROM, please submit a copy of your Certificate of Marriage to the Administration Office for record, **latest by 2 weeks before the wedding**.

LITURGY AND WEDDING BOOKLET

16. Consult the presider for help in putting together a booklet for your wedding liturgy. It is the wedding party's responsibility to ensure that the presider vets the text, and advises on appropriate prayers, readings, and songs. The content of the Mass text as stipulated by the Archdiocesan Liturgical Committee cannot be changed.
17. No secular songs are allowed during the Mass/Service. Please choose religious hymns appropriate to the particular section of the liturgy.
18. AV and sound system for any plug-in music are not available for use.



19. Please make your own arrangements to engage choir, musician, organist, lectors, altar servers, photographers, videographers and caterer. The church does not provide them.
20. You may make arrangement with the Sacristan if you do not have altar servers.
21. Your choir and musicians may use the organ at the right transept. No choir or musicians are permitted to use the grand organ at the choir loft. Organist/Musicians intending to play the organ at the right transept **must attend a compulsory 30 minutes' familiarisation briefing** conducted on Saturdays or Sundays immediately after the evening Mass. The organist/musicians are to arrange this briefing **at least 3 weeks** before the wedding day.
22. Your photographers and videographers are **NOT allowed** on the sanctuary during the Mass/Service.
23. Please contact the sacristan regarding rehearsal and logistic matters.
24. Due to the heavy usage of St Joseph's Church, all activities must cease on time for the next booking. Couples are advised to exercise sufficient planning to keep to the timing. Once the air-condition system and lightings are switched off, they will not be turned on again.
 - For Wedding Booking slot for **10.00am**, the church is to be cleared **by 12 noon sharp** on the wedding day.
 - For Wedding Booking slot for **2.00pm**, the church is to be cleared by **4.00pm sharp** on the wedding day.

FLOWER ARRANGEMENTS AND DECORATIONS

25. Only the **authorised St Joseph's Church Flower Ministry** are to arrange the flowers for the Church Sanctuary. No **external florists** are allowed.
26. The flower arrangement can be used without any charges.
27. You may request for exotic flowers at your own additional cost. Requests for specific colours and designs are subject to availability and appropriateness according to the colour and theme of the liturgical season.
28. Flower arrangements **in the Sanctuary** done by the Flower Ministry are **NOT to be removed** by the wedding party.
29. The Church Flower Ministry can also provide additional flower arrangements for the Unity Candle and Bouquet to Our Lady as part of the package. You may liaise directly with them. The Unity Candle is provided by the church.
30. The Church **does not provide flowers arrangements during the season of Lent** (Not applicable to Advent as no wedding booking available in December) 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 liaise with the Flower Ministry for clarification and advice. Flowers are to be disposed immediately from the Church compound after the wedding.



31. The flower arrangements by the Flower Ministry **do not include pew decorations, the front reception table and wedding couple chairs.** You may bring your **own pew decorations, flowers for the front reception table and couple's chairs.** (No decorations are to be done on the Friday before the Saturday wedding) Decorations are to be tied to pews & chairs with **ribbons only. No pins, tapes, double sided tapes or wires are allowed. After the Mass/Service, you are responsible for the removal of all decorations on pews, reception table and couple's chair.** These must be removed from the Church and properly disposed of.
32. Timing for decorations set up are **8.00am for wedding booking slot at 10.00am and 12.00noon for wedding booking slot at 2.00pm on the wedding day only.**
33. Two tables will be provided - one for the **signing ceremony** and the other for the **reception at the church porch.** These tables are to be placed at locations designated by the Church.
34. No other decorations are allowed in the church without permission.

WEDDING RECEPTION AND CATERING

35. Wedding reception and catering activities can be held at Father Francisco Maia's Hall located at the Parochial House. You may book the hall when booking the main church.
36. Outside catering is allowed. However, caterers must contact the church for brief on the housekeeping for the usage of the Hall. Please also ensure that **bio-degradable** cutlery and utensils are used.
37. A Simple standard AV system is available for usage with the booking of the Hall.
38. Due to space constraints and safety, the hall may only accommodate **150 persons or less.** Use of hall will not be allowed for more than 150 guests.
39. The hall will be available for **set-up on Friday, 1 day before your wedding at 4.00pm – 6.00pm.** Do note that the hall will not be available before then. Please also note that the Church will not be held responsible for any loss or damage sustained while the set-up items are being kept in the hall. **Only blue tac putty is allowed for decorations display. NO tapes, double sided tapes, nails, pins and wire are allowed.**
40. All reception activities are strictly confined to **within the hall.** Use of other spaces is not allowed (e.g. Lounge Rooms, St Cecilia's Room, 2nd & 3rd Floor of the Parochial House, Corridors, walkways, Church porch, driveway etc.).
41. No usage of the Church Pantry.
42. No additional or temporary tentage allowed.
43. The Father Francisco Maia's Hall is not available in the month of **June** and **November** due to the Church Liturgical programme use.



44. The caterer must ensure that the hall is swept clean, tables and chairs placed in order and all garbage bags disposed of properly. The refuse bins are located next to gate No. 2 along Victoria Street. All buffet wares and utensils must be cleared as soon as possible after the function.
45. All activities must cease; and the hall and carpark cleared by **3.30pm on the wedding day.**

CANCELLATION OF BOOKING

46. Once booking is confirmed, payment is non-refundable. Request for cancellation must be made in writing to the Rector.
47. The Church 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's guidelines or under any other unforeseen circumstances.

OTHER MATTERS

48. 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 15 minutes before the Mass/Service begins.
 - b. No talking during the wedding.
 - c. No using of mobile devices, which should be silenced.
 - d. No eating/drinking in 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. The premise must be clean and cleared of garbage by the wedding party once the Wedding Mass/Service is over.
 - i. Be punctual for all appointments as we have very limited resources.
49. The Church will not be held responsible for any loss, injury or damage sustained by the wedding party and its guests while on Church premises.
50. The wedding couple will be held liable for any damages to St Joseph's Church property caused by those involved (guests, vendors etc.) during the wedding and reception.
51. The car parking in Church is subjected to constraints and availability. In the event of unavailability of car parking spaces, all vehicles are to be parked at nearby car parking facilities outside the Church.
52. The Church reserves the right to review and make amendments to the guidelines without prior notice. Please note that any items not stated in the guidelines are deemed not to be provided for.

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