



PLANNING YOUR WEDDING

新加坡后港圣母圣诞堂

CHURCH OF THE NATIVITY OF THE BLESSED VIRGIN MARY

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IMPORTANT INFORMATION

1. You eligibility to celebrate your marriage at Nativity Church must meet the following criteria:
 - ⤴ either of you stays within the boundary of this Parish.
 - ⤴ If you are not a parishioner, you required to engage your own priest to officiate the wedding.
 - ⤴ Both of you must be single and have never married.
 - ⤴ If you are a divorcee, you are to consult the priest first.
2. Book your wedding date/time with the priest before confirming its availability with the Parish Secretary **at least 6 months before the wedding.**
3. Time schedule for wedding masses on Saturdays are: 9 am, 11 am and 1 pm; and can also be celebrated on other week days **except Sundays, Holy Week and Days of Obligation.**
4. Required to attend the Catholic Engaged Encounter (C.E.E.) or the Marriage Preparation Course (M.P.C.) at least 6 to 12 months before your wedding.

The C.E.E. website is: www.catholic.org.sg/ceespore

The M.P.C. website is: [www.catholic.org.sg/web links/MPC](http://www.catholic.org.sg/web_links/MPC)
5. When registering your marriage with the Registry of Marriages (R.O.M.), kindly inform your intention to marry in the Church and the name of the priest who will be solemnizing your marriage

2 to 3 months prior to your wedding date. You are to collect your unsigned marriage certificate 3 days before the wedding date from the R.O.M and hand it to the Parish Secretary on that same day. The R.O.M. website is www.rom.gov.sg

6. Make an appointment with the priest to go through the Prenuptial Inquiry (church documentation) at least 3 months before the wedding.
7. The documents (Original and Photocopy) you are required to bring when you meet the priest are as follows:
 - ✓ A new extract of your Baptism Certificate (It must be issued to you within the last 6 months.) Obtain it from the parish where you were baptized. Just mention that it is for the purpose of marriage.
 - ✓ IC or passport.
 - ✓ Certificate of Participation either from C.E.E or M.P.C.
 - ✓ R.O.M. certificate (If you have already gone through the civil marriage rite at the R.O.M.)
 - ✓ Names and I/C No. or Passport No. of your two witnesses.
 - ✓ A draft copy of your mass/service booklet (if available).

WEDDING AT NATIVITY CHURCH

INFORMATION & INSTRUCTIONS FOR APPLICANTS & THEIR HELPERS



A. PRELIMINARY

1. Please see the parish secretary for practical arrangements of your wedding, such as: use of the “Casa Maria” and/or “the Pavilion” for reception, the choir, flower arrangements and other practical matters.
2. The applicant refers to the groom or bride who is applying for the marriage ceremony at Nativity Church and the use of the facilities.
3. Please ensure that you are punctual for the wedding. The priest and the church workers have other responsibilities and you need to respect them by keeping to your time. Also, do assist your helpers and guests to participate with reverence when they join you for your wedding celebration in church.

B. ADDITIONAL DECORATIONS

1. If you require additional decorations, you can contact the “Deco Team”, through the Parish Secretary. The costs would depend on the extend of the decorations.
2. Use of confetti is NOT permitted inside or outside the Church.

C. CHOIR AND ALTAR SERVERS

1. Please make arrangements with the secretary if you require the services of the altar servers or choir. Your invited organist and choir are to follow the instructions given by the Sacristan and the "sound system" staff.
2. The applicant and representatives are reminded that personnel, such as sacristan, choir members or servers are to assist in your wedding. Please be cordial and co-operative.

D. RECEPTION

1. The "Casa Maria" and/or "the Pavilion" is available for holding the wedding reception.
2. Smoking, use of controlled substances or alcoholic beverages is NOT permitted in the church compounds.
3. Decorations are the responsibility of the applicant and must be removed immediately after the reception. Pinning, taping, tacking, gluing, nailing, stapling or wiring of decorations onto any wall, woodwork or furnishing of the premises are NOT permitted.
4. No cooking is allowed at the church premises. It is the responsibility of the caterer to furnish all tableware (plates, glassware, cups, silver, linens etc.) dustbins as well as tables and chairs. The applicant must ensure that the premises are cleaned and restored to its original condition after the reception.
5. You are responsible to remove all garbage from the church premises. They are to be disposed at the rubbish tanks at the main gate entrances.
6. The applicant is responsible for providing his own music for the reception.

E. PHOTOGRAPHY/ VIDEO TAKING

1. No secular music is to be played in church,
2. You are to engage your own photographers.
3. Photographers are NOT to step on to the sanctuary at ALL times.
4. They should remain still and silent during the homily and the Prayer of Consecration (if there is a Mass).
5. No video/photo montage will be played in the church.

F. GROOMSMEN AND BRIDESMAIDS (BROS/SRS 姐妹/兄弟)

1. The sisters, brothers, flower girls and page boys are to join the congregation at the pews at the end of their procession, and not standing at the front.
2. Ladies are to ensure that their attires are not exposing: avoid low cut, bare back, high cut dressings. Brothers are to wear long pants, and the shirts should be smart casual. In general, fancy attires that may be fit for entertainment venues are not suitable for Church.

G. ALL GUESTS

1. You are entering a sacred place for the ceremony which requires respect and reverence.
2. A silent atmosphere is to be maintained. Avoid unnecessary talking before and during the ceremony.
3. Please switch off LL mobile phones or put them on silent mode.
4. Smoking, eating and drinking are strictly prohibited in the Church.

5. Holy Communion is for Catholics only. Non-Catholics are to remain in their seats and they may wish to pray silently for the couple.
6. Throwing of confetti and flower petals are not allowed in Church.

SCHEDULE OF DONATIONS

Since weddings require special services of church personnel and facilities, we wish to inform you of the following:

Outside Nativity boundary	\$ 50
Use of Main Church	\$ 400
Use of “Casa Maria”	\$ 350
Use of Pavilion	\$ 150
Floral Arrangements (Sanctuary area only)	\$ 100
Engagement of Church Choir	\$ 100
AV Projection	\$ 50
Power Point preparation	\$ 20
Additional Deco (optional)	\$

- ⤴ Your donation in cash, must be made upon confirmation of bookings.
- ⤴ Tokens (if any) of appreciation to the sacristan and altar servers are to be given directly to them.

Thank you and God Bless You.

Nativity Church Parish Office.



