



WEDDING MASS & SERVICE GUIDELINES

BEFORE BOOKING A WEDDING DATE

1. Approach a priest one (1) year in advance whom you wish to invite to preside and solemnize your marriage on his availability.
2. Contact the Parish Office at 6341-9718 one (1) year before your wedding date to check if the Church is available on the intended date.
3. At the same time book to attend either of these 3 courses before your wedding: -
 - **Catholic Engaged Encounter**
For more information, visit www.ceespore.sg
 - **Marriage Preparation Course**
For more information, visit www.catholic.org.sg/MPC
 - **Couple Mentor Journey (CMJ)**
For more information, visit www.catholicfamily.org.sg/cmj
4. In addition, you must attend the Natural Family Planning (NFP) course.
 - **Natural Family Planning (NFP)**
For more information, visit <http://naturalfamilyplanning.sg>

BOOKING OF CHURCH

1. Complete and submit the Wedding Booking Form to reserve the date. This should be made in person at least 6 months ahead, subject to the approval of the Presider. The booking form also requires a declaration & signature by the Presider.
2. The wedding booking, if in order, will be date stamped with date of receipt. Bookings are only confirmed upon submission of form and payment of non-refundable deposit.

PRE-NUPTIAL INQUIRY

1. Make an appointment with your Presider way in advance before your wedding to go through the Prenuptial Interview. Please bring along the following documents: -
 - a. Copy of your Birth Certificate.
 - b. NRIC / Passport for verification.
 - c. * Baptismal Extract (for Catholic Party) from your church of baptism dated not earlier than 6 months from the date of your wedding.
* Trinitarian Baptismal Certificate (for Christian Party).
 - d. ROM Certificate if you have already gone through the civil marriage at ROM.
 - e. Copy of NRIC (front & back) /Passport of the 2 witnesses and their contact numbers.
 - f. Certification of participation from CEE, MPC or CMJ.

In addition, and if applicable, bring along

 - g. Divorce certificate of previous marriage.
 - h. Certificate of Annulment from any previous catholic marriage.
 - i. Certificate of death of previous spouse.

NOTICE OF MARRIAGE

1. Please file a Notice of Marriage with the Registry of Marriages (ROM) at www.rom.gov.sg , at least 21 working days before your wedding date.
2. Submit your unsigned Ceremonial Certificate of Marriage issued by ROM to the Parish Office immediately upon receipt from ROM.
3. If you have already solemnised in ROM, please submit a copy of your E-certificate issued by ROM to the Parish Office

CHURCH WEDDING PLANNING

LITURGY AND WEDDING BOOKLET/SLIDES

1. Consult your Presider for help in putting together a booklet for your wedding liturgy. He will vet the text and advice on appropriate prayers, readings and songs. The content of the Mass text as stipulated by the Archdiocesan Liturgical Committee, as such it cannot be changed.
2. If you are preparing PowerPoint slides, please ensure both the booklet and slides are vetted before printing.
3. Secular songs are not allowed during the Mass/Service. Instrumental music is allowed outside the Mass ritual. Please select religious hymns appropriate to the particular section of the liturgy.
4. No wedding montage to be played in Church before the wedding Mass/Service.

WEDDING REHEARSAL

1. Any requests for a wedding rehearsal must be arranged with the Parish Office at least one month in advance. Rehearsal is to be held on Saturday between 9:00am to 12:00 noon. Please provide name and contact information of your wedding co-ordinator (if any).
2. Please bear in mind to be punctual for the rehearsal as the duration is **limited to one hour**.
3. In case there is a Parish event on the intended day of the rehearsal, your rehearsal will have to be rescheduled. We will endeavour to give ample notice.
4. Air-con will not be turned on for rehearsals.
5. Audio Visual system will be turned on. Test your personal laptop connectivity to the Church AV system. Ensure the slides to be projected and music to be played (if any) are compatible with the church's system.
6. Animator, Lectors and personnel handling the slides need to be familiar with the Church facilities provided. Check and test if necessary.
7. Duty personnel are to be informed of their assigned seats for the wedding mass/service.
8. A wedding sofa will be provided.
9. Do not enter the Sanctuary and the Sacristy.
10. Please refer to Annex A on proper attire for rehearsal and mass/service.
11. No eating/drinking is allowed inside the Church and at the foyer.
12. All duty personnel must be present during the rehearsal. This is to ensure that they are familiar with the procedures of the wedding mass/service.
13. No sword or weapon parade is allowed at the Church's premises.
14. Bridal gown must comply with a dress code as below:
 - a. No plunging neckline that shows open cleavage
 - b. Open back must not be lower than the waist
 - c. The shoulders must be covered

CHOIR/LECTOR/ANIMATOR/AV ASSISTANCE

1. Please make your own arrangements for the following:
 - Choir
 - Lectors
 - Eucharistic Minister (should there be more than 30 people receiving communion)
2. Wedding couples are to provide their own laptop with an HDMI connector and HDMI Converter if required.
3. If music is to be played from the laptop, please ensure it has a 3.5mm audio connector (female type). Alternatively, a phone or music player with a 3.5mm audio connector can also be used.

4. Slides preparation and operation during Wedding Mass/Service, and usage of Canteen:
 - a. Slide size: Widescreen 16:9
 - b. Font/Size for Title: Calibri (44) or other font with similar size
 - c. Font/Size for Text/Lyrics: Calibri (27) or other font with similar size
 - d. Use simple and standard font to ensure visibility
 - e. Slides are to be prepared by the wedding couple and they need to appoint someone to operate the slide (clicking) during the wedding mass and play the music (if required).
 - f. For AV requirement at canteen, an AV member will turn on/off the system approximately 30 minutes before the main event.

FLORAL ARRANGEMENTS & CHURCH DECORATIONS

1. If you wish to have your own floral arrangements, you may engage your own florist but please notify the Parish Office via email 2 months in advance to make arrangement as there are designated areas for the placement of the flowers and colour theme especially during Feast Days, Solemnities, Advent and Lent seasons.
2. The following are the designated areas for flowers: -
Main Altar, / Mother Mary Statue / OLPS & St. Joseph Shrines.
3. No flower arrangements are physically to be done inside the Church.
4. Delivery of the floral arrangements and placement in the respective locations must be made by 3.00 pm the day before the wedding or early morning on the wedding day after the morning mass, at 8:00am or 11:00am.
5. Decorations for church pews and bridal sofa are to be tied to the pews with ribbons only. Double sided tape/scotch tape/masking tape/blue tack and binder clip (plastic or metal) is not allowed. They may be put up on the day of the wedding and to be removed immediately after the wedding.
6. No photo booths or photo panels are allowed at the foyer. All other decorative displays in the church foyer must immediately be removed after the wedding mass/service by the wedding party.

PHOTOGRAPHY & VIDEOGRAPHY

1. Photographers and Videographers are **NOT** allowed to enter the Sanctuary / Altar area at **ALL** times. There should be minimal distractions during the sacramental rites.
2. Keep a good distance from the couple and the priest when taking the picture/video. No looking over the shoulder of the priest. Zoom lens are highly encouraged.
3. If the priest is at the Altar table, no movement allowed from anyone including photographer and videographer, but pictures/video can be taken.
4. Photographers and Videographers are to adhere to the proper attire. (*Please see Annex A*).

BRIDAL FURNITURE

- A bridal sofa & two kneelers will be provided.
- One reception table measuring 50cm(L) x 80cm(W) x 75cm(H) with skirting will also be provided and placed at the church foyer near the grand staircase entrance. Please do not move the reception table from the designated area without the parish church office approval.

CARPARK

- Bridal car is to be parked at the designated lot at Level 1 near drop off point.
- All guests who are driving are to park their vehicles at basement carpark.
- COTT has a limit of 100 parking lots at any one time. If the carpark is full, guests are to find alternative parking lot at the nearby HDB carpark.
- Strictly no double parking in the basement, no parking in designated lots and areas for Emergency vehicles is allowed. Irresponsibly parked will be wheel clamped and a \$200 release fee will be imposed.

BOOKING AND USE OF CANTEEN FOR RECEPTION

The use of the canteen for wedding mass/service reception is valid from **11.00am to 2.00pm only** and subject to availability upon booking.

1. The wedding couple and their helpers are to ensure that the tables and chairs are reinstated to their original layout and position.
2. Caterers must clear their set up **by 2.30pm**.
3. Please indicate the need for the use of AV in the canteen upon booking, last-minute requests will not be entertained.
4. The maximum seating capacity in the canteen is **250**.
5. Set up can be 1 hour before the start of the reception at no charge. **If the set-up is required to be done the day before the reception, there will be an additional charge of \$100 per hour and it must be done between 6.00pm to 8.00pm.**
6. Usage of the canteen is not permitted without prior reservation/booking with the parish office. For example, distribution and consumption of bento sets.
7. No consumption of alcohol allowed within church premises.
8. No smoking within church premises.
9. Please help maintain the canteen's cleanliness.
10. The caterer appointed is to dispose unconsumed food, disposable utensils, and food trash on their own and not dispose them into COTT trash bins. Please ensure that this is made known and agreed upon by the caterer.
11. There is a height limit of 2.1m for all vehicles going into the basement car parks as well as to the drop-off point. **All vehicles exceeding 2.1m (especially caterer delivery vehicles) can only access via the out gate subject to adherence to road safety guidelines as well as with a vehicle guide to ensure road safety.**

AUDIO VISUAL GUIDELINE

Main Church Facilities

Church provides:

- The sound system in the Church Hall:
 - Mounted Mics in the Altar area for Priest and Lector (Scripture reading)
 - 4 x Condenser Mics for the Choirs (mounted, unmovable)
 - 1 x Wired Mic for animator/announcer
 - 2 x Wireless Mics for Priest and couple for exchange vow ceremony
 - 1 x Organ and 1 x Piano
 - Spare 2 x wired Mics for miscellaneous purpose
 - Speakers connected to the sound system at various locations in the Church
- Connector for projecting slides and music playing:
 - For visual: HDMI type connector [Male Type] for couple's laptop
 - For music playing: 3.5mm Audio Plug [Male Type]
- Visual/Projectors:
 - Two main projectors on the left and the right side of the Church Hall
 - TVs at various locations in the Church (Church Hall and L2 Foyer)
- Service:
 - The church will provide 1 AV member to turn on/off the system about 30 minutes before the main event and manage the sound system during the event.

LEVEL 1 CANTEEN FACILITIES

Church provides:

- The sound system at Level 1, Canteen:
 - 3 x Wireless Mics
 - Speakers connected to the sound system at various locations at Level 1, Canteen
- Connector for projecting slides and music playing from couple's laptop
 - For visual: HDMI Type connector [Male Type]
 - For music playing: HDMI connector
- Visual/Projectors:
 - One main projector
 - 2 x TVs on the left and right side of the main projector

Note: please ensure that any decoration in the Canteen, must not obstruct the projector screen

- Service:
 - The church will provide 1 AV member to turn on/off the system about 30 minutes before the event

HOUSEKEEPING

The appropriate respect and reverence should be shown by everyone within the Church premises and especially in the main worship space.

1. Please do not throw confetti, flower petals, rice grains, blow soap bubbles etc in and/or around the church.
2. No eating/drinking inside Church and at the foyer is allowed.
3. Mobile phones must be on silent mode.
4. No talking inside the Church especially when the wedding mass/service is taking place.
5. Proper, modest and respectful dress code and decorum must be observed. Please advise your guests to be in proper attire as this is a place of worship. *(Please refer to Annex A)*.
6. Please keep strictly to the timing to access the Church and/or canteen (if applicable) as per your booking for rehearsal and wedding day.
7. No smoking in and around Church's premises.
8. No alcohol consumption in Canteen.
9. Church must be kept clean at all times and cleared of any décor and/or any other items belonging to the bridal party after the wedding. An additional \$200.00 (refundable) will be collected, in the event that cleanliness and tidiness are non-compliance, it will be forfeited.
10. No provision of holding area, dressing room, powder room and room for tea ceremony.
11. No photography/video allowed in Church before wedding day.

Whilst on the premises of Church of the Transfiguration, the wedding party is fully responsible for their own property, security and personal safety. Church of the Transfiguration will not be held responsible for any loss, injury or damage sustained by the wedding party and their guests.

Church of the Transfiguration reserves the right to review and make amendments to the Booking Form, guidelines and procedures without prior notice.

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