



GUIDELINES FOR MARRIAGE PREPARATION

[Please read all instructions carefully and retain this copy as a reference.
Booking for marriage must be made on the Official Booking Form attached.]

1. Book the Church for your wedding early, 4 months to 12 months in advance. Booking must be made personally at the Parish Office through an Official Booking Form.
2. Times for wedding in IHM are as follows: Mon – Fri: 10.00 am – 3.00 pm
Sat: 8.00 am – 1.30 pm
No wedding on Sunday.
3. For marriages that will take place during Lent, couples are reminded that wedding plans should respect the special nature of this liturgical season and should refrain from too much pomp or display.
4. **Contact the priest who will be solemnizing your marriage at least 6 months prior to the date of marriage, so that he can go through the Marriage Inquiry with you and make other necessary preparations.**
5. It is compulsory for couples to attend either the Marriage Preparation Course (MPC) or the Engagement Encounter (EE). Application Pamphlets are available at the Parish Office.
6. If you are intending to solemnize your marriage at IHM, you must notify the Registry of Marriages (ROM) at least 25 days (excluding date of filing) before your Church wedding date.
A copy of the Consent to Solemnize a Civil Marriage, duly signed by the Celebrant (Solemnizer), must be submitted to ROM when you visit the Registry to verify the documents and collect your Marriage Certificate. DO NOT fax or mail the Solemnizer's Consent Form. This form can be obtained from the Parish Office or you may download it at www.rom.gov.sg.
All documents collected from ROM must be brought to the Church immediately (Mon – Wed of the week of your wedding) for our administrative work.
7. If you wish to hold your wedding reception in the Church Hall or Canteen, please contact the Administrator, Mr Camillus Sim at 6288 9140 to make a booking on a first-come-first-served basis.
8. If you would like the Church to do the flower arrangements for your wedding, please complete the attached form. However, you are free to engage your own florist; in which case, please inform the IHM office in advance of the following:
 - (i) the date and time your florist is coming to place the bouquets in their respective locations in the Church.
 - (ii) whether you are removing all the bouquets after the wedding Mass or leaving them behind in the Church as your offering to the Lord.
9. The Church is available for rehearsal during the day. Please inform the Parish Secretary/ Administrator if you are having a rehearsal. Please confirm again two or three days before the date to ensure that the Church is not booked for any other activities.
No rehearsal in the evening because the Church will be locked up after evening Mass. The sound system and the air-con will not be on for rehearsals.
10. The documents you need to bring when you see Father for the Marriage Inquiry are:
 - (i) a newly-issued Baptism Certificate, obtainable from your Church of Baptism;
 - (ii) a copy of your Birth Certificate;
 - (iii) the names and NRIC nos. of 2 adult witnesses;
 - (iv) a copy of your MPC or EE course Certificate; and
 - (v) a copy of your Marriage Certificate (If your marriage has already been solemnized at ROM).

In addition, copies of the following documents are required, if applicable:

 - (i) Certificate(s) of any previous marriage(s);
 - (ii) Certificate(s) of any previous divorce(s);
 - (iii) Certificate(s) of death of previous spouse(s)
11. Please do not throw confetti in and around the Church.

RITE OF MARRIAGE

Instruction from the 2nd edition of the Rite of Marriage, promulgated in 1990, translated into English in 1996.

Some of the important notes:

- No. 23 The priest who has prepared the couple should be the one to receive the consent, give the homily and celebrate the Mass.
- No. 27 Marriages are to be celebrated in the Parish Church of the bride or the groom.
- No. 30 Secular and pop songs are not to be used in a Church wedding.
- No. 31 Concelebration (i.e. more than one priest) is ordinarily to be avoided.
- No. 32 If a wedding is to take place during Lent or another penitential period, couple should exercise restraint in the solemnity of the ceremony e.g. music, decorations, etc...
- No. 44 The Matrimonial (Nuptial) Candle has never been approved.
- No. 45-47 Manner of Procession
- (i) Celebrant leads the bride and groom into the Church.
 - (ii) Celebrant goes to the chair (Altar) and begins from there as in the usual Mass.
- No. 54 The Penitential Rite is omitted. After the usual introduction and address, the Opening Prayer follows.
- No. 57 After the Nuptial Blessing, omit the prayer "Lord Jesus Christ", go immediately to "The Peace of the Lord be with you always."
- No. 78 After the celebration, the signing of register is done either in the office or in public – never on the Altar.

Senate Meeting dated 22 September 2005 decided that for wedding rites:

- 1) the Penitential rite should be omitted. After the welcoming, the wedding Mass or service begins with the Opening Prayer.
- 2) the prayer after the nuptial blessing is also to be omitted (that is, go straight from Our Father to the Invitation for Peace).

CHURCH OF THE IMMACULATE HEART OF MARY

Booking for Marriage

Bridegroom – Name: _____
NRIC No.: _____ Religion: _____
(Catholics are to state name of Church of Baptism)
Address: _____
Contact no.: _____ Email: _____
Bride – Name: _____
NRIC No.: _____ Religion: _____
(Catholics are to state name of Church of Baptism)
Address: _____
Contact no.: _____ Email: _____

Have you been married in the Registry of Marriages (ROM)? Yes/No

Date of Marriage: _____ Time: _____
Alternative date: _____ Time: _____
[Only when the first date/time has been booked.]
Name of the Celebrant: _____
We will confirm with you over the availability of your booking.

Booking Fee = \$200.00 paid / not paid.

Collected by _____

Name of Applicant: _____
[only the bride/bridegroom may be the applicant.]

Signature of Applicant _____ Date _____

FOR OFFICIAL USE ONLY

Date of Pre-nuptial Inquiry: _____ Time: _____
Marriage Date noted by celebrant: _____

CHURCH OF THE IMMACULATE HEART OF MARY

Booking for Marriage

Bridegroom – Name: _____
NRIC No.: _____ Religion: _____
(Catholics are to state name of Church of Baptism)
Address: _____
Contact no.: _____ Email: _____
Bride – Name: _____
NRIC No.: _____ Religion: _____
(Catholics are to state name of Church of Baptism)
Address: _____
Contact no.: _____ Email: _____

Have you been married in the Registry of Marriages (ROM)? Yes/No

Date of Marriage: _____ Time: _____
Alternative date: _____ Time: _____
[Only when the first date/time has been booked.]
Name of the Celebrant: _____
We will confirm with you over the availability of your booking.

Booking Fee = \$200.00 paid / not paid.

Collected by _____

Name of Applicant: _____
[only the bride/bridegroom may be the applicant.]

Signature of Applicant _____ Date _____

FOR OFFICIAL USE ONLY

Date of Pre-nuptial Inquiry: _____ Time: _____
Marriage Date noted by celebrant: _____

