

CHURCH OF SINGAPORE

RULES AND REGULATIONS APPLICABLE TO WEDDINGS ONLY

A. SOLEMNIZATION OF MARRIAGES (SIGNING THE MARRIAGE CERTIFICATE)

All couples desiring to be married must have their marriage solemnized by an authorized Registrar of Marriages (ROM)/Deputy Registrar of Marriages (DROM) duly appointed to do so, either at the Singapore ROM or in the church.

1. In the Singapore ROM

- 1.1 For couple who opt to have their marriage solemnized at the Singapore ROM, please submit a copy of the marriage cert to the Church Admin Office together with the Wedding Application Form, or within two weeks of obtaining the marriage certificate, whichever is the earlier.

Please inform the Church Admin office the name of the Officiating Minister of the wedding proceedings.

2. In Church

Couples wishing to have their marriage solemnized and marriage certificate signed in the church must observe the following rules:

- 2.1 The couple are to obtain a prior signed consent on the prescribed form and submit the completed form to the ROM when filing notice of marriage.
- 2.2 The name of the solemnizer and the affirmation minister must be stated on the Wedding Application Form. For the purposes of the wedding ceremony, the affirmation minister need not be the solemnizer. For COS members, the Affirmation Minister must be one of the elders. The church will exercise its discretion in assigning the Deputy Registrar. The Deputy Registrar will be either Phua Ngak Teck (Chinese speaking) or Foong Daw Ching (English Speaking)
- 2.3 The couple will collect the Wedding Certificate before the wedding day and give it to the Deputy Registrar (Phua Ngak Teck or Foong Daw Ching) on their wedding day.
- 2.4 Wedding couple must be baptised Christians and member of Church of Singapore.

B. PRE-MARITAL COUNSELLING

1. All wedding couples are advised to attend a pre-marital counseling course before the wedding.
2. For COS members, it is compulsory for the couple to attend at least one pre-marital counseling session with one of the elders (even though they may have attended the pre-marital counseling course conducted by the CE Dept.) Counseling sessions can be arranged on behalf by the Church Admin office.

C. OTHERS

1. Decoration & Rehearsal

- 1.1 Date for decoration and rehearsal must be furnished to the Church Admin office at the time of payment of the confirmation fee (refer Rental of COS Premises and Facilities Rules & Regulations)
- 1.2 Names of co-ordinators for the decoration, rehearsals and the actual wedding must be furnished to the Church Admin office together with C1.1 above
- 1.3 No preparation of decorating materials is to be done on the premises on the decoration day. Only putting up of decoration is allowed
- 1.4 Two hours are given for decoration on the morning of the wedding day.
- 1.5 Wedding rehearsals will be permitted for not more than 1½hours and is limited to one rehearsal only.
- 1.6 Decoration In-charge/Co-ordinator must come to meet Sis Nancy personally at least one month before the wedding to discuss on details of the decoration (do's and don'ts). If you do not meet with Nancy then on that day no special request will be granted. Any decoration not approved earlier by COS will not be permitted to be put up.

2. Wedding Information

- 2.1 A deposit of \$500.00 (refundable) is required.
- 2.2 2 time slot for wedding (9 am to 12 pm or 2 pm to 5 pm)
- must vacate by the time allotted otherwise extra charge will be imposed at \$50.00 per ½ hour extension. Amount will be deducted from deposit.
- 2.3 For use of Power Point projector – the couple has to find their own operator (must be authorised by the church) and if one cannot be found, they are not allowed to use the Power Point.
- 2.4 To give a copy of the wedding's program sheet to the Church Admin office for filing.
- 2.5 Applications to be made in Church of Singapore Wedding forms.
- 2.6 No confetti and no flowers to be strewn in any form to be used during the wedding ceremony.
- 2.7 Only unity candles can be put on the stage. All other types of candles will not be permitted in the hall. Any damage that may occur due to the usage of the unity candles shall be borne by the wedding couple.

3. GENERAL RULES

- 3.1 Church premises are to be kept clean at all times, especially before handing over of the premises back to the Church Admin office.
- 3.2 All garbage and garbage bags are to be disposed from the premises immediately after the wedding. Fresh garbage bags are to be replaced into the rubbish bins, before vacating the Fellowship Hall.
- 3.3 No cooking is allowed on the premises.

CHURCH OF SINGAPORE
新加坡教会
WEDDING CEREMONY/SERVICE APPLICATION FORM
婚礼仪式/聚会申请表格

This form is to be submitted to the Church administrative office at least 3 to 6 months prior to the date of the wedding.

此表格须在婚期前的三至六月呈交于教会行政部。

Please read the instructions carefully before filling in this form.

请先仔细阅读【指示】，再将此表格填妥。

A. PERSONAL PARTICULARS 个人资料

		BRIDEGROOM 新郎	BRIDE 新娘
NAME In English In Chinese	姓名(英) (中)		
AGE	年龄		
NATIONALITY	国籍		
MARITAL STATUS	婚姻		
OCCUPATION	职业		
Name of Church (if COS, give LG No.)	教会名称 (若会 友请注明生命小 组号码)		
Name of Elder/Pastor	长老/牧师姓名		
Water Baptism: Date Place	水浸礼: 日期 地点		
Present Address & Telephone	目前的住址 和电话号码		
New Address & Telephone	新的住址 和电话号码		
Father' s Name	父亲的姓名		
Mother' s Name	母亲的姓名		

B. CEREMONY INFORMATION 婚礼详情

		Date 日期	Time 时间	
			From 从	To 至
CEREMONY	婚礼			
REHEARSAL	彩排			
DECORATION	场地布置			

B. CEREMONY INFORMATION (CONT' D) 婚礼详情

Date of your Application at the Registrar of Marriage: _____

婚姻注册局的申请日期: _____

Marriage solemnized at Registry: Yes/No 在婚姻注册局证婚: 是/否

Date solemnized at Registry: _____ Certification No: _____

在婚姻注册局证婚的日期: _____ 证书编号: _____

Marriage to be solemnized & registered in Church of Singapore: Yes/No

将在新加坡教会证婚和注册: 是/否

Names of the 2 witnesses: 1. _____ 2. _____

两位证婚人的姓名: 1. _____ 2. _____

Ceremony to be conducted in: English / Mandarin / Bi-lingual / Others

婚礼将以什么语言进行: 英语 / 华语 / 双语 / 其他

Number of guests invited 邀请贵宾的人数: : _____

Name of Caterer 饮食及服务公司的名: _____

C. PROPOSED OFFICIALS FOR CEREMONY 婚礼的工作人员

SOLEMNIZER (Phua Ngak Teck/ Foong Daw Ching)	证婚人	
AFFIRMATION MINISTER (any Elder)	婚礼主持人	
OVERALL CO-ORDINATOR	总负责人	
MASTER OF CEREMONY	主席	
RECEPTION CO-ORDINATOR	茶点负责人	
DECORATION CO-ORDINATOR	场地布置负责人	
USHER CO-ORDINATOR	招待员负责人	
MUSICIANS: PIANIST ORGANIST DRUMMER GUITARIST OTHER PERSONNEL (Please specify)	司琴: 钢琴手 电子风琴手 鼓手 六弦琴 其他人员(请注明)	
SERMON SPEAKER	信息讲员	
SERMON INTERPRETER (if applicable)	信息翻译员 (若有)	
SOUND CREW	音响	
SPECIAL ITEMS: SONG DANCE OTHERS (please specify)	特备节目: 歌曲 舞蹈 其他(请注明)	

D. PRE-MARITAL COUNSELLING 婚前辅导

1. Have you attended a pre-marital counseling course? Yes/No
你是否曾参加婚前辅导课程？是/否
2. If Yes, please complete the following:
若有，请填妥下列各项：
Name of course: _____ Conducted by: _____
课程名称: _____ 主办者: _____
Duration of Course 课程期限: _____ Weeks/months 周/月
Dates of Course 课程日期: _____
3. Have you arranged for a pre-marital counseling session with your elder or pastor? Yes/No
你可曾安排你的长老或牧师作婚前辅导：是/否
4. If yes, please give the name of elder/pastor: _____
若有，请写下长老/牧师的姓名: _____
5. If no, do you want the church admin office to arrange a session for you? Yes/No
若否，你可否需要教会的行政部协助你安排一次辅导？是/否

(For Church of Singapore members, please read Rule B2 of Wedding Rules and Regulations as attached).

你若是新加坡教会会员，请仔细阅读所附上有关婚姻的规则 B2。

We hereby agree to and will abide by the rules and regulations as attached.

在此，我们愿遵守上述条例。

BRIDEGROOM 'S SIGNATURE/DATE

新郎签名/日期

Name 姓名 _____

BRIDES 'S SIGNATURE/DATE

新娘签名/日期

Name 姓名 _____

FOR OFFICIAL USE ONLY 办公室用

DATE RECEIVED	签收日期	
RECEIVED BY	签收者	
DATE APPROVED	批准日期	
APPROVED BY	批准者	
PRE-MARITAL COUNSELLING SESSION	婚前辅导	
NAME OF ELDER/PASTOR	长老，牧师姓名	
DATE OF COUNSELLING	辅导日期	