

Solemnisation/Blessing of Marriage Guidelines

Please collect/submit the Wedding Application form via Church Info Counter on Sunday between 9.30am to 12.30pm.

IMPORTANT NOTES:

- ☞ **Once the Wedding application is processed, approved and confirmation email sent to applicants, it represents an Agreement is made between the Applicants (herein refers to “couple”) and Wesley Methodist Church (herein refers to “the Church” or “WMC”).**
 - **The couple has to adhere strictly to All the rules & regulations stipulated in the Solemnisation/Blessing of Marriage Guidelines, Wedding Buffet Reception form and regulations set up by the Church that govern the use of the Church premises for Wedding ceremony; failing which the Church reserves the right to forfeit the couple’s deposit.**
 - **In the event where there are any damages and/or injuries, the Church reserves the right to claim All the cost of repairs and liabilities from the couple.**
- ☞ Submission of the Wedding application form does not imply that your booking date is confirmed. The Couple is advised not to make any other arrangements (e.g. hotel banquet) prior to approval and confirmation from WMC.
- ☞ Application will be processed based on a first-come-first serve basis, upon the Church office receiving the official hardcopy of the Wedding application form together with Marriage Preparation Course (herein refers to “MPC”) certificate or MPC registration receipt.

1. Eligibility

- 1.1. Usage of the Sanctuary is only for members of Wesley Methodist Church, either the bride or the groom must be a member of Wesley Methodist Church, Singapore. Both the bride and the groom must be Christian.
- 1.2. Applicants may apply under Non-members status only if either of their parents are members of WMC.
- 1.3. Applicants must complete the MPC before Solemnisation/Blessing of Marriage.
 - 1.3.1 Applicants who has not attended or will be attending MPC has to submit the MPC registration receipt together with the Application form.
 - 1.3.2 The church reserves the right to reject the couple’s application if we do not receive a copy of the MPC Certificate prior to the wedding date.

2. Application - Incomplete application will not be processed

2.1. Wedding Application Form

- 2.1.1 Solemnisation of Marriage or Blessing of Marriage has to be submitted using the official hardcopy of the Wedding application form.
- 2.1.2 Please submit Wedding application form together with:
 - Solemnisation of Marriage - MPC certificate or MPC registration receipt.
 - Blessing of Marriage - Certificate of Marriage and MPC Certificate or MPC registration receipt.
- 2.1.3 Applicants will be informed via email regarding the time slot availability when Church office receives the Wedding application form. It takes approximately 3 to 4 weeks to process the Wedding application.

- 2.2. **Prior Notice Period Before Wedding Date**
- 2.2.1 Members are required to give at least **9 months'** notice prior before the wedding date. Any booking with less than 9 months' notice will be subjected to time slot availability.
- 2.2.2 Non-members application will only be confirmed **9 months** before the wedding date. **No advance booking of more than 9 months will be considered as priority is given to members.**
- 2.2.3 Requests from members of other Methodist Churches may be considered under Non-members status. Applicants must attach a letter from their church Pastor-in-charge to confirm their membership and state the reasons to request for the use of Wesley Methodist Church's sanctuary. Such application has to be approved by WMC. The Church reserves the right to decline such requests without explanation.
- 2.3 **Wedding shall be held only on Saturday**
- 2.3.1 No wedding shall be held on a particular Saturday if the Saturday falls on a public holiday or when there is a church event.
- 2.3.2 Signing of Certificate of Marriage on a weekday in the Chapel maybe considered on a case-by-case basis.
- 2.4 **Officiating Pastor**
- 2.4.1 **Only Methodist Pastors are permitted to conduct weddings held at Wesley Methodist Church.**
- 2.4.2 If applicants did not indicate their preferred officiating pastor, an officiating pastor will be assigned by the Church.
- 2.4.3 Couple is strongly encouraged to have their wedding conducted by Wesley Pastors. However, if a couple wishes to invite a Pastor of another Methodist church to solemnise their wedding, please state the reasons clearly in the wedding application form for WMC to consider. The Church reserves the right to decline such requests without explanation.
- 2.4.4 Couple has to liaise directly with their officiating pastor for couple sessions and rehearsal date once their application is approved by WMC. If the officiating pastor is not from WMC, Ministry Coordinator of Wedding will assist to book rehearsal date.
- 2.5 **Filing of Notice of Marriage with Registry of Marriage** (herein refers to "ROM")
Couple has to **file the Notice of Marriage with ROM at least 21 days before the intended solemnisation of marriage.** There is a 3 months validity period from the date of filing the Notice of Marriage. Please log on to www.rom.gov.sg for more information.
- 2.6 **Briefing session**
Couple has to meet the Ministry Coordinator of Wedding at least 3 to 4 months before the intended wedding date for a briefing session. Such meeting will be carried out on a weekday during office hour.
- 2.7 **Request for any changes or cancellation of booking**
- 2.7.1 Any change of Solemnisation/Blessing of Marriage date, time or venue has to be made in writing, subject to the officiating pastor and WMC's sanctuary availability.
- 2.7.2 Any withdrawal of application has to be made in writing.

3. Time Slot - No extension of time is allowed

3.1 The time slot for wedding refers herein is from the beginning of the wedding ceremony to the end of wedding buffet reception:

- @ 10.00am refers to 10.00am to 12.00noon
- @ 2.00pm refers to 2.00pm to 4.00pm

3.2 **Caterer & vendors set up & clearance time slot:**

- @ **10.00am:** set up at **9.00am**; clearance by **12.00noon**.
- @ **2.00pm:** set up at **1.00pm**; clearance by **4.00pm**.

3.2.1 Caterer/Vendors are to report at Security Guard upon arrival.

3.2.2 Caterer/Vendors are not allowed to park at WMC. We only allow unloading and loading of food & set up items.

4. Fixed Donations & Deposit

4.1 Failure to adhere strictly to ALL the Solemnisation/Blessing of Marriage guidelines, Wedding Buffet Reception form and regulations set up by the WMC that governs the use of the Church premises for Wedding ceremony will result in forfeiture of deposit.

4.1.1 Deposit by cheque only. Cheque to be issued to “Wesley Methodist Church”.

4.1.2 Fixed donations for usage of Sanctuary and Atrium may be made via Interbank Transfer or cheque.

4.1.3 Collection of Fixed donations and deposit to be made during the briefing session.

4.2 Applicants under the non-members status who are undergoing Baptism & Membership Class has to be confirmed into the WMC membership as member before the briefing session. Otherwise the collection of fixed donations will be considered as non-member status.

4.3 Append below the fixed donations for usage of Sanctuary and Atrium and the deposit.

Details	Member	Non-Member
Sanctuary (inclusive of sound system, basic items & AV support)	S\$1,000	S\$2,400
Atrium (inclusive of Guest Reception desk)	S\$ 300	S\$ 500
Total fixed donations : Sanctuary & Atrium (via internet transfer or cheque)	S\$1,300	S\$2,900
Organist (Optional)	S\$100	S\$150
Deposit (cheque only)	S\$1,000	S\$1,000

4.3.1 Non-members refer to applicants whose parents are members of WMC; or members from other Methodist Churches

4.3.2 The fixed donation is subject to change without prior notice at the discretion of the Church.

5. Wedding Order of Service

5.1 Applicants to obtain the sample of the Wedding Order of Service from their officiating pastor. The Order of Service must be finalised at least one month before the wedding date.

5.2 Applicants to send the Wedding Order of Service to print upon approval by their officiating pastor.

6. Songs/Music

6.1 Use of WMC Organ

- 6.1.1 Couple who desire to use the church organ has to request WMC authorised Organist through the Ministry Coordinator of Wedding during briefing session. A love gift of \$100 (member) or \$150 (non-member) in the form of hongbao has to be given to the organist by the couple on the wedding day.
- 6.1.2 Once the organist is arranged, if couple decide not to engage the service of the organist after confirmation, couple is still required to give the love gift to the organist.
- 6.1.3 Please provide hardcopy of the music scores including the melody part to the organist directly if the song is not found in The United Methodist Hymnal.

6.2 Musical Instruments

- 6.2.1 Couple to provide own musical instruments. **Couple is not allowed to move any musical instruments located in the Church premises to the sanctuary for their own usage. No drums are allowed in the Sanctuary.**
- 6.2.2 Couple may use the church piano only. Please inform the Ministry Coordinator of Wedding during briefing session.

- 6.3 If couple is playing songs/music using CD, it has to be the original CD. If download from iTunes or any digital platform, couple has to provide the proof of purchase when requested. The couple may download the songs/music and convert into MP3 format into a new thumb drive or CD. Please bring the thumb drive or CD during the rehearsal and wedding day.

7. Rehearsal

- 7.1 Couple is allocated an hour for the wedding rehearsal, to be scheduled in the same week of the wedding. No extension of duration nor reschedule of any additional rehearsal session. No rehearsal on wedding day.
- 7.2 Please go through the marriage vows and the processional with the officiating pastor first. If there is any balance time left within the one hour, the couple's band/musicians, if any, may use the balance time for practice.
- 7.3 During rehearsal, the Church will provide only 2 mics. We will not set up DI Box, music/mic stands nor mike-up the piano.
- 7.4 Please bring the original CD or thumb drive for songs/music during rehearsal and wedding day.

8. WMC AV Support

- 8.1 Mic sound test will be at **9am** or **1pm** respectively on wedding day
- 8.2 Only church-authorized personnel are allowed to operate the equipment in the Sanctuary AV Room.
- 8.3 **Usage of the Projection Screen and TV screen in the Sanctuary**
 - 8.3.1 The couple must provide 1 person to assist to control the slides. The couple has to send the complete powerpoint slides to the Ministry Coordinator of Wedding for a test run **at least 5 working days before wedding date.**

- 8.3.2 Please take note that once the Projection screen is lowered for powerpoint slides presentation, it will remain lowered until the end of the Wedding ceremony. Hence, the stained-glass view will not be visible throughout the ceremony.
- 8.3.3 Please take note there are **NO** TV screens in the front Centre wing section of the Sanctuary, your guests will have to refer to the Projector Screen or Bulletin.
- 8.3.4 TV screens will only be switched on when the guests overflow to the side wings.
- 8.3.5 Videographer may tap onto the Church sound system using their own adaptor. The Church will provide the XLR Output (Male) from the mixer only.
- 8.3.6 Display of montage on TV screens maybe considered in the Sanctuary and Atrium

9. WMC Facilities - Buffet Reception

- 9.1 Wedding Buffet Reception will only be held in the Atrium and side Courtyard or The Plaza (Rooftop).

Standing Buffet Reception at Atrium and side Courtyard

- Approximate 200 pax at Atrium only;
- Approximate 300 pax at Atrium & side Courtyard.

- 9.2 **There must NOT BE ANY OPEN FIRE in the Church premises as this is against Singapore Civil Defence Force's Fire Safety regulations. The Church Facilities Team will not hesitate to stop any caterer/vendors infringing this regulatory requirement if an open fire is spotted.**

- 9.3 **Set up at the church Atrium, side Courtyard or The Plaza (Rooftop)**

8.3.1 **Please refer to Wedding Buffet Reception form, clause 1 to 6.**

8.3.2 Couple and their engaged caterer/vendors are required to meet up with the Ministry Coordinator of Wedding and Facilities Executive on site at least 1 to 2 weeks before the wedding date.

- 9.4 **Display of Floral Arch, Coffee cart & Ice Cream cart**

Couple to submit photos of floral arch or reception deco stand and coffee/ice cream cart at least 1 month before the wedding day for WMC approval. **The Church reserves the right to reject the set up on Wedding day if prior approval is not obtained.**

- 9.5 **Floral Arrangements in the Sanctuary**

All floral arrangements in the sanctuary will be arranged by Wesley Floral Fellowship. There will not be any pews flowers. **Couples are not allowed to choose the type and colours of floral arrangements in the Sanctuary. No flowers are allowed to be fitted to the pews.**

- 9.6 **The Church will provide the following basic items only:**

- 4 handheld mics
- 4 music / mic stands
- 4 DI box
- 1 table & 2 chairs or 2 tables & 4 chairs for Guest Reception at the Atrium.
- Unity candle stand

couple to provide their own cloth and skirting and bouquet if required
(table measurement: 4x2x2½ feet)

couple to provide own tapered candles and lighters
(Diameter of candle size small: 2cm; big:12cm)

9.7 Carpark Coupon

- 9.7.1 Couple will be given 2 car park coupons only (no replacement of car park coupons if lost).
- 9.7.2 Bridal car does not require carpark coupon, Bridal car may park at the Church walkway next to the ramp.

9.8 Strictly Not Allowed

- No decoration or display of any items are allowed in the Sanctuary.
- No throwing of confetti or flower petals in the Sanctuary and Atrium.
- No food and drinks are to be consumed in the Sanctuary.
- No smoking and consumption of alcohol in the Church premises.
- No pre-wedding filming or shooting in the church premises
- No Usage of Drone camera is prohibited in our church premises

All requests from the couples have to be finalised at least 3 weeks before the wedding date. The church staff reserves the right not to accommodate to any additional request on wedding day.

In view of our effort to care for God's creation, we encourage the couples not to over cater for the buffet reception so as not to waste food.

Wesley Methodist Church

Updated on 28 April 2020

Main line : 63361433

ACKNOWLEDGEMENT

By signing the Solemnisation/Blessing of Marriage guidelines, we agree to abide to all the Rules & Regulations stipulated in the Solemnisation/Blessing of Marriage Guidelines, Wedding Buffet Reception form and regulations set up by the Church that govern the use of the Church premises for Wedding ceremony; failing which the Church reserves the right to Forfeit the couple's deposit.

In the event where there are any damages and/or injuries, the Church reserves the right to claim All the costs of repairs and liabilities from the couple.

Signature of Groom

Name:

Date:

Signature of Bride

Name:

Date: