



**63A Chartwell Drive, Singapore 558758, Tel 6280 6076**

Priest/Celebrant:		Signature of Priest/Celebrant:	
Date of Wedding Mass:		Time (Mass/Service):	

\*Note Saturday masses are only available at 9am or 12 Noon

**PARTICULARS OF GROOM** (All fields are mandatory)

Full Name		NRIC:	(last 4 digits/alpha)
Parents Names	and		
Religion (Circle one)	Catholic / Christian / Other (please state) _____		
Address			
Email		Contact No.:	
Have you been married before to another person? (Circle one)			Yes / No

**PARTICULARS OF BRIDE** (All fields are mandatory)

Full Name		NRIC:	(last 4 digits/alpha)
Parents Names	and		
Religion (Circle one)	Catholic / Christian / Other (please state) _____		
Address			
Email		Contact No.:	
Have you been married before to another person? (Circle one)			Yes / No

**Note to Applicant**

- Please ensure that you have seen a priest and you are eligible for a sacramental wedding before you submit this form to the parish office for your wedding Mass / Service booking.
- A contribution of \$500 to be paid to the Church to help defray maintenance costs.

**IMPORTANT PDPA NOTICE:**

The Church of St Francis Xavier ("the Church") safeguards all personal data collected through any ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act 2012 ("PDPA").

In compliance with the PDPA and by signing this form, I agree and consent:

- The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this Form ("Personal Data");
- The church entity transferring my Personal Data to other church entities within the Catholic Archdiocese of Singapore for the purpose of providing services to enrich my marriage.

**UNDERTAKING**

We the undersigned, certify the above information is true to the best of our knowledge and acknowledge and agree to the above terms and the PDPA notice. We understand that this booking is tentative only and that a confirmation of this booking will only be sent after we have made full payment to the Church of St Francis Xavier and that the Church reserves the right to withdraw this booking due to unforeseen circumstances

**GROOM**

**BRIDE**

Name	Name
Signature	Signature
Date	Date



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**DETAILS OF WEDDING**

Name of Bridegroom:			
Name of Bride:			
Wedding Date:		Time:	

Herewith is our contribution to the church for our wedding

Amount \$ \_\_\_\_\_

**PLEASE SELECT (✓)**

<input type="checkbox"/>	Cash		
<input type="checkbox"/>	Cheque	Bank	Cheque Number

Receipt No.:	
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***Please hand in your contribution to the priests of the parish or to the secretariat***



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**PARTICULARS OF APPLICANT**

Name:		NRIC:	(last 4 digits/alpha)
Address:			
Contact No.:	Home:	Mobile:	
Email:			

Date Required:		Time:	9am-12nn / 12nn-3pm
Occasion:			
\$500 Paid	Yes / No		
Payment Details:	Cash/Cheque No.		
Receipt No.:			
Payment Received by:		Approved By:	

**TERMS AND CONDITIONS:**

1. A contribution of \$500 shall be made to the Church upon application for use of the Canteen
2. Two weeks' notice must be given for any cancellation or \$50 will be forfeited
3. The canteen and its surroundings must be kept clean and free of litter. All tables and chairs must be placed in their original position. All rubbish/garbage must be disposed of by the caterer or family members/friends.
4. The Applicant is responsible for the good conduct and behaviour of all guests.
5. The Applicant will be liable for restoring/replacing any item of fixed property defaced or damaged.
6. The Church shall not be responsible for the loss of any article or injury of mishap sustained by the applicant or guests whilst in the premises of the Church.
7. Applications are approved on a priority basis.
8. The maximum time duration for the usage of the canteen is 3 hours (including Mass time).

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In compliance with the PDPA and by signing this form, I agree and consent to the collection, receipt, processing, disclosure, storage and use of all my personal data and all such data submitted to the Church for the purpose of processing and administration of the abovementioned.

**UNDERTAKING**

I acknowledge and agree to the above terms and the PDPA notice. We understand that this booking is tentative only and that a confirmation of this booking will only be firm after we have made full payment to the Church of St Francis Xavier and that the Church reserves the right to withdraw this booking due to priority circumstances

Name and Signature

Date



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**STEP 1 –**

Set your wedding date and approach your presiding priest

Book your wedding date/time with the priest and confirm availability of the church with the Parish Secretariat at least one year before your wedding date.

Complete all details in the application form for marriage. Submit your form to the Parish Secretariat.

- Booking for Reception in the Church Canteen. Please contact the Parish Secretariat.  
(Cf. "Use of Church Canteen : Terms and Conditions)
- No Weddings will be allowed on the following days at SFX:
  - Lent and the weekend before Christmas
  - On days of Obligation
  - The Weekend on the feast of St Francis Xavier
  - Sundays & Public Holidays (unless approved by Parish Priest)
- No throwing of Confetti, Rice Grains, Flower Petals and blowing of Soap Bubbles in the Church
- No Pets/Animals in the Church

**STEP 2 –**

Spiritual Preparation and learn Natural Family Planning (NFP) (>6 months)

- Attend either the Marriage Preparation Course (MPC) or the Catholic Engaged Encounter (CEE) at least 6 months or more before your wedding <http://mpc.catholic.sg> or <http://ceespore.catholic.sg>
- journey with your presiding priest
- Sign up for an NFP course at <http://naturalfamilyplanning.sg>

**STEP 3 –**

Pre-nuptial Inquiry (6 months or more)

Make an appointment with the celebrant to go through the Pre-nuptial Inquiry at least 6 months before the wedding.

**If one party is non-Catholic**, you will need to liaise with a priest more than 6 months before your wedding date.

Documents you are required to hand over to the Celebrant at the Pre-nuptial Inquiry are:

- A **recent** extract of both your Baptism Certificates (for Baptized Catholics) You need to call up the Parish where you were baptized and ask them to issue you this extract for the purpose of this marriage.
- Certificate of participation from CEE or MPC
- ROM Certificate (If you have already gone through the civil marriage at the ROM)

**STEP 4 –**

Register at ROM (0-3 months)

Inform the Registry of Marriages (ROM) of your intention to marry in this Church 3 months – 22 days prior to your wedding. Collect your certificate from ROM 3 days before the wedding and hand over to the Parish Secretariat.

**STEP 5 –**

Wedding Rehearsal

If you choose to have a rehearsal, it will have to be on a weekday. You will only be granted one rehearsal and the duration of the rehearsal is limited to one hour. So please be punctual. The couple and your Mass coordinator will be briefed on timing and what to do during the ceremony.