

Church of the Holy Redeemer (20th September 1970)
Requirements for a Wedding - Checklist

	Bridegroom	Bride
Name		
Age		
Status		
Mobile No.		
Email		

1st Interview: Catholic Marriage Preparation Course

Date of Interview:

Time:

(Please bring along the original & photocopied.)

No	Description	Quantity	Bridegroom	Bride
1.	Identity Card/ Passport	1 each	☐ Given	☐ Given
2.	Birth Certificate	1 each	☐ Given	☐ Given
3.	Baptism Certificate (latest)	1 each	☐ Given	☐ Given
4.	Passport Size Photo	2 each	☐ Given	☐ Given

Have you been married before? Bridegroom ☐ Yes ☐ No

Bride ☐ Yes ☐ No

Are you engaged to each other? ☐ Yes ☐ No

Are you related to each other? ☐ Yes _____ ☐ No

When & where do you intend to get married: Date: _____ Place: _____

Have you registered your marriage with the National Registration Department (JPN)?

☐ Yes ☐ No

If yes, Date: _____ Place: _____

Certificate No: _____ Place: _____

2nd Interview: Prenuptial Inquiry

(Please bring along the original & photocopied.)

No	Description	Quantity	Bridegroom	Bride
1.	Commissioning of Oath (Married before)	1 each	☐ Given	☐ Given
2.	Witnesses' I.C	1 each	☐ Given	☐ Given
3.	CMPC Certificate	1 pc	☐ Given	
4.	Civil Registration Certificate	1 pc	☐ Given	

***Wedding Mass:** both Catholic **Wedding Service:** 1 Catholic & 1 party non-Catholic / other Faith

Liturgy (please tick)

- Mass / Service Date: _____ Time: ☐ 11:00am ☐ 3.30pm
- *If Service, require Holy Communion: ☐ Yes ☐ No
- Rehearsal (Thursday before wedding at 8:00pm): Date: _____
- Language: ☐ English ☐ Mandarin ☐ Bahasa
- Commentator: ☐ Parish ☐ Personal
- Reader/ Lector: ☐ Parish ☐ Personal
- Cantor/ Psalmist: ☐ Parish ☐ Personal
- Choir: ☐ Parish ☐ No Choir
- LCD Projection: ☐ Yes ☐ No
- Church Air Conditioners: ☐ Yes ☐ No
- Deco:
 - Altar Flower Arrangement: ☐ Parish ☐ Personal
 - Pew Deco (if parish, discuss with florist directly): ☐ Parish ☐ Personal
 - Red Carpet: ☐ Yes ☐ No
 - Arch: ☐ Yes ☐ No

For Office Use

1. Prenuptial Inquiry: ☐ Done
2. Letter Granted for Dispensation from Impediment [Mixed Marriage & Disparity of Cult] ☐ Done
3. Marriage Banns published: ☐ Done Date: _____
4. Marriage Banns Published in Church(es) of parties: ☐ Done Date: _____
5. Notification to parish where Bride was baptized: ☐ Done Date: _____
6. Notification to parish where Bridegroom was baptized: ☐ Done Date: _____
7. Booklet & Song List sent to couple: ☐ Done Date: _____
8. Civil Registration of Marriage: ☐ Done Date: _____
9. Religious Ceremony Donation: RM 100.00 (*To be paid when booking date. **Non-refundable***)
10. Church Air Conditioners Donation: RM 400.00
11. Altar Flowers Donation: RM 600.00 (additional charges subject to type of flower)
12. Sound System Maintenance Donation: RM 150.00
13. LCD Maintenance Donation: RM 150.00
14. Red Carpet Donation: RM 150.00
15. Arch Donation: RM 150.00
16. Miscellaneous* : Clean-up / Maintenance RM 150.00

❖ Tokens (at couples' discretion)- Priest, Sacristan, Commentator, Lectors, Altar Servers, Choir, LCD Operator, etc.

The couple must contact the Parish Office to get in touch with the persons - in - charge for:

English or Mandarin Speaking

1. Rehearsal
2. Deco: Altar Flower Arrangement / Red carpet / Arch
3. Liturgy: Booklet / Lector / Commentator/ Choir / EMOHC / Altar Servers

BASIC GUIDELINES FOR CATHOLIC WEDDINGS

1. The couple should re-confirm their wedding date at least **one (1)** month prior to their wedding date.
2. The bridal couple should adhere to the instructions of the person in charge regarding The Order of Celebrating Matrimony.
3. If the Church Choir is required, the couple should meet with the members on during their choir practices, at least **two (2) weeks** prior to the set date of the wedding.
4. Avoid wearing attire which in-a-way is distracting to the Liturgy.
5. The couple should be punctual as the celebration should commence at the set time.
6. Photographers/ videographers should be informed that they are **not** allowed to step on the Sanctuary at any time.
7. Invited guests should be seated in Church **quietly and reverently**, with limited movement as they should be informed that they are in a place of sacred worship.
8. Those directly involved (Best Man, Bridesmaid, Paige Boy, Flower Girl, Commentator, Lector) **should** be present for the Rehearsal.
9. The Commentator and Lector who are chosen by the couple **should** be Catholics.
10. A sample booklet which will be provided by the Church may be amended according to the couple's preferences, for example choosing their choice of cover designs, songs, readings & psalms, but there should be **no** addition of unrelated prayers.

Liturgy

Altar Flower Arrangement.

Rehearsal