

## Wedding Application Form

### Steps to completing the Wedding Application Form

- Read the important information in Part 1. **Retain Part 1** for your reference.
- Complete Part 2 of the Application Form based on your request
  - Full Wedding** (*i.e., Solemnization Ceremony and Wedding Blessing on the same day*)  
Complete **Sections A and B**
  - Wedding Blessing only** (*i.e., already married by law*):  
Complete **Sections A, B and C**
  - Solemnization Ceremony only**  
Complete **Sections A and D**
- Submit Part 2** of the Application Form at Level 2, Information Counter or e-mail scanned copy to [cod@trinity.sg](mailto:cod@trinity.sg)

## Part 1 – to be retained by the couple

(Please read Part 1 before completing Part 2)

### Important Information

1. Weddings conducted by Trinity Christian Centre (TCC) must be officiated by a TCC pastor. When it involves a remarriage of the groom and/or the bride, neither of whom is widowed, TCC will only conduct the solemnization ceremony in a classroom. For such cases, there shall be no reception to be held in TCC premises.
2. The church may, for valid reasons, recommend that a couple postpone the wedding or decide not to conduct the wedding.
3. Complete *Before You Say Yes* course at least one (1) year before you plan for your wedding date.
4. You should expect meeting(s) with a pre-marital counselor (Pastor/Minister/Ministry Leader) after the “Before You Say Yes” course.
5. Please meet your pre-marital counselor before you make any financial commitments toward the wedding such as bridal studio package or the purchase of a home.
6. Do not confirm your wedding date until you have received your pastor’s approval to conduct the wedding.
7. Upon approval, the confirmation of wedding date is dependent on the availability of the following
  - Exhortation Pastor/Minister/Ministry Leader and Officiating Pastor (for wedding involving remarriage, only the Officiating Pastor is required)
  - Church facilities
  - Event date (Timing of wedding ceremony should not coincide with church events and celebration service timeslots.)
8. After the pastoral approval of your wedding and upon receiving confirmation from Church Operations Department, it is compulsory for you to fix an appointment with the Estate Management Office at least two (2) months before the wedding date for a site visit. The site visit takes place from Mon-Fri, 9am-5pm (excluding public holidays).

All information provided to us is for our internal records and administrative purpose. By providing your contact details you agree that we and any of our representatives may contact you on any matters relating to us.

### Pre-requisites

1. Water baptized (both parties) and church membership (at least one party)
2. Completed *Before You Say Yes* course conducted by Trinity Academy.
  - To register for this course, please go to [www.trinity.sg](http://www.trinity.sg).
  - For more information, please call our Trinity Academy administrator at +65 6468-4444 or e-mail [TrinityAcademy@trinity.sg](mailto:TrinityAcademy@trinity.sg).
3. Completed pre-marital counseling and approved by TCC Pastor.

### Application for Marriage License

1. Collect the “Solemnizer Consent Form” that contains important details needed for Registry of Marriages (ROM) application from Church Operations Department. This form has to be submitted to ROM for the collection of your marriage certificates.
2. Apply online for the marriage license through ROM at least **one and a half months to a maximum of three months before** your wedding date ([www.rom.gov.sg](http://www.rom.gov.sg)).

Once the notice of marriage is filed, the marriage can be solemnized any time after the **21-day notice** and before the three-month validity period.

### Enquires

Queries related to	Contact
Wedding Application	<a href="mailto:cod@trinity.sg">cod@trinity.sg</a> +65 6468-4444
Facilities (after Wedding Application is processed)	Janet Heng ( <a href="mailto:janetheng@trinity.sg">janetheng@trinity.sg</a> , +65 6304-7788) Charles Soo ( <a href="mailto:charlessoo@trinity.sg">charlessoo@trinity.sg</a> , +65 6304-7789)

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## Selection of Marriage Vows

### Selection 1

Groom: I,....., take you, ....., to be my wedded wife. And I do covenant and promise, before God and these witnesses to be your loving and faithful husband; in plenty and in want, in joy and in sorrow; in health and in sickness; as long as we both shall live.

Bride: I, ....., take you, ....., to be my wedded husband. And I do covenant and promise, before God and these witnesses to be your loving and faithful wife; in plenty and in want; in joy and in sorrow; in health and in sickness; as long as we both shall live.

### Selection 2

Groom: ....., this day before God and these witnesses, with deepest joy, I receive you into my life to be one with you in marriage. As Christ is to the church, so by the grace of God, I will be to you a loving and faithful husband, living my life for you, yet always exercising my headship over you even as Christ does over me. By the power of the Holy Spirit within me, I will fulfil all my responsibilities to you so that the love and righteousness of our Lord Jesus Christ might be manifested in our marriage.

Bride: ....., this day before God and these witnesses, I commit myself to you in marriage, knowing that God meant us for each other. I accept my responsibility to submit to you as the head of our household as a service to the Lord. By the power of the Holy Spirit within me, I will fulfil my obligations, realizing that our relationship is exclusive of all others and is permanent in the sight of God, and I will strive to become one person with you.

### Selection 3

Groom: In God's Perfect will and in the presence of these friends, I take you ..... to be my wife, to love, honor, and respect from this day forward, even forever. I promise to provide for you, protect, and defend you as God shall make me able. I will strive without ceasing to edify, encourage, and instruct you according to the command of the Lord Jesus Christ. With the love God has so freely manifested in me I shall endeavor to give likewise this same affection to you. I vow my life to you, trusting in the providence of God, the power of the Holy Spirit, and the authority of the Lord Jesus Christ, in whom all things hold together.

Bride: ....., I take you to be my husband and give to you all that I am and have. Through the power and grace of our Lord Jesus Christ I promise to love you with all of my being; to honor, respect, and esteem you above all things, submitting to your loving leadership in all things as unto Christ. I will comfort and care for you, endeavoring always to encourage and edify you. As we are blessed of God with children, I will strive to bring them up in the love of God, instructing them in His ways. As Jesus Christ is the most important person in our lives because He gives us life, I will seek to help you attain the stature and fullness of Christ as we serve Him together, from this day forward and throughout eternity.

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## Selection of Ring Vows

### Selection 1

Groom: I, ..... give you ..... this ring, as a token of my love,  
and I pledge you my loyalty and devotion as long as we both shall live.

Bride: I, .....give you ..... this ring, as a token of my love,  
and I pledge you my loyalty and devotion as long as we both shall live.

### Selection 2

Groom: ....., as a symbol of our new relationship with Christ and each other, I  
give you this ring, that you may wear it until the Father calls either of us to heaven.

Bride: ....., as a symbol of our new relationship with Christ and each  
other, I give you this ring, that you may wear it until the Father calls either of us to  
heaven.

## Terms and Conditions for Booking Church Facilities

- The church facilities fees are waived for Registered Church Members. However, users are encouraged to give a love offering to help defray the utility costs incurred. Please refer to the venue table below for utility costs.
- Love offering can be given through PayNow by scanning this QR



If you wish to write a check, please note the following

- Ensure that the check is crossed and made payable to “Trinity Christian Centre”
- Indicate the following note: “Love offering from [GROOM] and [BRIDE] for use of premise for wedding on [DATE]”
- If you require a receipt, please indicate your mailing address on the check
- No consumption of alcoholic beverages in church facilities is allowed.
- Tables and chairs are not provided by the church for reception. Wedding Couples may rent their own tables and chairs.
- The Video (one camera), Sound and RGB systems are to be operated by approved personnel only. Wedding couples are to find their own operators and submit the names for approval. If they are unable to do so, the church will try to source for independent operators. The service fee for the operator is S\$100 per person, paid directly to the operator. No receipt will be issued by the operator.

	Venue	Seating Capacity	Day	Duration	Utility Costs
Trinity@Paya Lebar	Chapel	Min 150 Max 900	Sat	9am-1pm	S\$220/hour
			Sun	2.30pm-6.30pm	
	Theatrette 1	Max 220	Sat	9am-1pm	S\$120/hour
			Sun	2.30pm-6.30pm	
	Theatrette 2	Max 365	Sat	9am-1pm	S\$120/hour
			Sun	2.30pm-6.30pm	
	Classroom 8, 9 or 10	Max 30	Sat	9am-1pm	N.A.
			Sun	2.30pm – 6.30pm	
	Roof Top Garden (for reception only)	Max 150	Sat	9am – 1pm	N.A.
			Sun	2.30pm – 6.30pm	
	Summit	Max 400	Sat	9am – 1pm	S\$250/hour
			Sun	2.30pm – 6.30pm	

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## Part 2 – to be submitted to church

Please tick the appropriate

- Full Wedding** (*i.e., Solemnization Ceremony and Wedding Blessing on the same day*):  
Proceed to **Sections A and B.**
- Wedding Blessing only** (*i.e., already married by law*):  
Proceed to **Sections A, B, and C.**
- Solemnization Ceremony only** (*for remarriage not involving a widowed groom or bride, TCC will only conduct solemnization ceremony*):  
Proceed to **Sections A and D.**

### Section A: Personal Information of Groom, Bride, and Witnesses

#### 1. Particulars of Groom

Marital status: Single / Divorced / Widowed\*

Name (as in NRIC): \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Area/Ministry/District: \_\_\_\_\_ Small Group: \_\_\_\_\_

\* Delete where necessary

#### 1.1 Spiritual Background

- a. When did you receive Christ? Date: \_\_\_\_\_
- b. Do you attend church regularly? Y / N
  - If yes, which church and for how long? \_\_\_\_\_
  - If TCC, are you a registered member? Y / N Membership no.: \_\_\_\_\_
- c. Are you water baptized? Y / N
  - If yes, when? Date: \_\_\_\_\_
  - By immersion? Y / N

#### 2. Particulars of Bride

Marital status: Single / Divorced / Widowed\*

Name (as in NRIC): \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Area/Ministry/District: \_\_\_\_\_ Small Group: \_\_\_\_\_

\* Delete where necessary

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## 2.1 Spiritual Background

- a. When did you receive Christ? Date: \_\_\_\_\_
- b. Do you attend church regularly? Y / N
- If yes, which church and for how long? \_\_\_\_\_
  - If TCC, are you a registered member? Y / N Membership no.: \_\_\_\_\_
- c. Are you water baptized? Y / N
- If yes, when? Date: \_\_\_\_\_
  - By immersion? Y / N

### 3. Have both of you attended and completed the *Before You Say Yes* course? Y / N

Date completed: \_\_\_\_\_

### 4. Address and contact number after marriage:

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

### 5. Particulars of Witnesses

Witness for Groom Name (as in NRIC): \_\_\_\_\_

Witness for Bride Name (as in NRIC): \_\_\_\_\_

### 6. Particulars of pre-marital counselor

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

### 7. Additional remarks

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Groom's Name: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Signature/date: \_\_\_\_\_

Signature/date: \_\_\_\_\_

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## Section B: Wedding Details

### 1. Date and time of wedding ceremony

Preferred Dates:

First Preference	Second Preference
Date: _____ (dd/mm/yyyy)	Date: _____ (dd/mm/yyyy)
Time of ceremony: _____	Time of ceremony: _____

#### Notes

- Please check with your pastor to confirm the rehearsal date.
- Wedding rehearsals held in TCC should be on the Wed night (7.30-9.30pm) prior to the wedding day. However should there be church or small group events/meetings, they will take precedence if they fall on the same day. If such a situation arises, an alternative rehearsal date (on another weeknight) will be arranged.

### 2. Venue of wedding ceremony

The Wedding Ceremony will be held in:

- TCC (proceed to 2.1 and 2.2)
- Other location (please specify): \_\_\_\_\_

**Saturday: Ceremony must end by 1pm**

**Sunday: Wedding preparations can begin at 2.30pm**

#### 2.1 Please indicate your venue for booking:

Trinity@Paya Lebar

- Chapel     Summit     Theatrette 1     Theatrette 2
- Roof Top Garden (for reception only)

*\*Only one venue booking is allowed for reception.*

#### 2.2 Musical Instruments (for weddings held in TCC only)

Request to use:     Yes     No

Name of Musician(s)	Musical Instrument(s)

*Estate Management Office will respond to you on the outcome of your request.*

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3. Marriage vow selected: \_\_\_\_\_

4. Ring vow selected: \_\_\_\_\_

5. Expected number of guests: \_\_\_\_\_

6. Name of coordinator: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Section C: Wedding Blessings only

(if you are already married by law)

Date of registration of marriage: \_\_\_\_\_

Marriage Certificate No: \_\_\_\_\_

## Section D: Solemnization Ceremony Only

### 1. Date and time

First Preference	Second Preference
Date: _____ (dd/mm/yyyy)	Date: _____ (dd/mm/yyyy)
Time of ceremony: _____	Time of ceremony: _____

### 2. Venue

The Solemnization Ceremony will be held in

TCC Classroom (*you will be informed of the confirmation of the venue.*)

Other location (please specify):\* \_\_\_\_\_

**Weekday: Anytime (subject to availability of Officiating Pastor)**

**Saturday: Between 9am-12pm**

**Sunday: Between 2.30-5pm**

\* The solemnization ceremony is to be conducted in a room for a maximum of 30 guests. The time will be determined by the Officiating Pastor who is the licensed Solemnizer. The Solemnization ceremony will last about 20 minutes. Only the Officiating Pastor from TCC will be present at the ceremony; no other ministers will be present. There will be no rehearsal but briefing will be given by the pre-marital counselor.

3. Marriage vow selected: \_\_\_\_\_

4. Ring vow selected: \_\_\_\_\_

5. Expected number of guests: \_\_\_\_\_

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**For Official Use Only**

<b>Received by:</b> _____	<b>Date received:</b> _____
<b>Groom:</b> _____	<b>Bride:</b> _____
<b>Area/Ministry:</b> _____	<b>Area/Ministry:</b> _____

Type	Date & Day	Time	Venue	Booking Date
<b>Rehearsal*</b>				
<b>Wedding / Reception</b>				
<b>Blessing / Reception</b>				
<b>Solemnization Ceremony*</b>				

<b>Area/Ministry Pastor:</b> _____ (Name/Signature)	<b>Approval:</b> Y / N	<b>Date:</b> _____
<b>Exhortation Pastor/Minister/Leader:</b> _____	<b>PMC:</b> _____	

<p><b>Officiating Pastor (who is the licensed Solemnizer):</b></p> <p>Booked Officiating Pastor _____ on _____</p> <p>Accepted by Officiating Pastor on _____</p> <p>Remarks: _____</p>	<p><b>Update Database for Groom / Bride:</b></p> <p><input type="checkbox"/> Marital Status / Address / Contact / Spouse Particulars</p> <p><input type="checkbox"/> Update Excel File</p> <p><input type="checkbox"/> Date Completed: _____</p>
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\*For Solemnization Ceremony, there will be no rehearsal. The pre-marital counselor will brief the couple. Only the Officiating Pastor will be present at the ceremony.

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