

## Wedding Application Form

### Steps to fill the Application Form:

- Read the important information in Part 1. **Retain Part 1** for your reference.
- Complete Part 2 of the Application Form based on the following:
  - Full Wedding** (*i.e. Solemnization and Wedding Blessing on the same day*):  
Fill up **Sections A and B.**
  - Wedding Blessing only** (*i.e. already solemnized*):  
Fill up **Sections A, B and C.**
  - Solemnization only:**  
Fill up **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

**(Please read Part 1 before filling Part 2)**

### Important Information

1. Weddings conducted by Trinity Christian Centre (TCC) must be solemnized and 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 event 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 1 year before you plan for your wedding date.
4. You should expect meeting(s) with a pastor after the “Before You Say Yes” course.
5. Do not confirm your wedding date until you have received your pastor’s approval to conduct the wedding.
6. Please meet your pastor before you make any financial commitments toward the wedding or the purchase of a home.
7. Upon approval, the confirmation of wedding date is dependent on the availability of the following:
  - Solemnizer and Officiating Pastor
  - 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 2 months before the wedding date for a site visit. The site visit takes place from Monday to Friday, 9am – 5pm (except public holidays).

## Pre-requisites

1. Water baptized (both parties) and church membership (at least one party)
2. Completed *Before You Say Yes* course

This course is conducted by LEAD (Leaders' Empowerment and Discipleship).

To register for this course, please refer to our website at [www.trinity.sg](http://www.trinity.sg). For more information, please call our LEAD administrator at 6468 4444 or e-mail [LEAD@trinity.sg](mailto:LEAD@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. (ROM website: [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 3-month validity period.

## Enquires

### Queries related to:

- Wedding Application matters
- Facilities matters  
(after wedding application is processed)

### Contact

Email: [cod@trinity.sg](mailto:cod@trinity.sg)  
Tel: 6468 4444

Email: [janetheng@trinity.sg](mailto:janetheng@trinity.sg) or  
[charlessoo@trinity.sg](mailto:charlessoo@trinity.sg)  
Tel: 6304 7788, 6304 7789

## 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 fulfill 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 fulfill 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.

## **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 in Booking Church Facilities

- The church facilities fees are waived for Registered Church Members. However, users are encouraged to give a voluntary love offering to the church to help defray the utility costs incurred. Please refer to the venue table below for utility costs.
- Love offering can be given over the weekend during service or it could be mailed to the church. Please indicate the following on the check:
  - “Love offering from xxx and yyy for use of premise for wedding on “date”.
  - If you require a receipt, please indicate your mailing address on the check.
  - The check should be crossed to “Trinity Christian Centre”.
- 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 (only 1 camera), Sound and RGB systems are to be operated by approved personnel only. Wedding couples are to find the operators on their own 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 \$100 per person. The fee is to be paid directly to the operator. No receipt will be issued by the operator.

	Venue	Seating Capacity	Day	Duration	Utility Costs
<b>Trinity@Paya Lebar</b>	Chapel	Min 150 Max 900	Sat	9am - 1pm	S\$220/hr
			Sun	2.30pm – 6.30pm	
	Theatrette 1	Max 220	Sat	9am - 1pm	S\$120/hr
			Sun	2.30pm – 6.30pm	
	Theatrette 2	Max 365	Sat	9am - 1pm	S\$120/hr
			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 <b>Note: For reception only</b>	Max 150	Sat	9am – 1pm	N.A.
			Sun	2.30pm – 6.30pm	
	Summit	Max 400	Sat	9am – 1pm	S\$250/hr
			Sun	2.30pm – 6.30pm	

# Part 2

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

### 1. Particulars of Groom

NRIC/PP/BC No: \_\_\_\_\_

Marital status: Single / Divorced / Widowed\*

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

Tel: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_

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

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

District: \_\_\_\_\_ Carecell: \_\_\_\_\_

\* Delete as appropriate

### 1.1 Spiritual Background

a. When did you receive Christ?

D	D	/	M	M	/	Y	Y	Y	Y
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b. Do you attend church regularly?

**Y / N**

▪ If yes, which church & how long? \_\_\_\_\_

▪ If TCC, are you a registered member?

**Y / N**

▪ Membership no.: \_\_\_\_\_

c. Are you water baptized?

▪ If yes, when?

**Y / N**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

▪ By immersion?

**Y / N**

## 2. Particulars of Bride

NRIC/PP/BC No: \_\_\_\_\_

Marital status: Single / Divorced / Widowed\*

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

Tel: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_

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

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

District: \_\_\_\_\_ Carecell: \_\_\_\_\_

\* Delete as appropriate

### 2.1 Spiritual Background

a. When did you receive Christ?

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

b. Do you attend church regularly?

Y / N

▪ If yes, which church & how long? \_\_\_\_\_

▪ If TCC, are you a registered member? Y / N

▪ Membership no.: \_\_\_\_\_

c. Are you water baptized?

▪ If yes, when?

Y / N

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

▪ By immersion?

Y / N



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

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

4. Address and contact number after marriage:

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

Tel: (H) \_\_\_\_\_

**5. Particulars of Witnesses**

Witness for Groom:

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

NRIC/PP/BC No: \_\_\_\_\_

Witness for Bride:

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

NRIC/PP/BC No: \_\_\_\_\_

**6. Please tick the appropriate:**

**Full Wedding** (*i.e. Solemnization and Wedding Blessing on the same day*):

Proceed to **Sections A and B.**

**Wedding Blessing only** (*i.e. already solemnized*):

Proceed to **Sections A, B and C.**

**Solemnization only** (*for remarriage not involving a widowed groom or bride, TCC will only conduct solemnization*):

Proceed to **Sections A and D.**

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

## Section B: Wedding Details

### 1. Date and time of wedding ceremony

Preferred Wedding Dates:

1<sup>st</sup> Preference:

/   /

Time of ceremony: \_\_\_\_\_

2<sup>nd</sup> Preference:

/   /

Time of ceremony: \_\_\_\_\_

Note:

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

### 2. Venue of wedding ceremony

The Wedding Ceremony will be held in:

- TCC (proceed to fill up the below 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)

**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.

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

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

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

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

Contact: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_

**Section C: Wedding Blessings only**  
(if you are already solemnized)

Date of Solemnization: \_\_\_\_\_

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

## Section D: Solemnization Only

### 1. Date and time

Preferred Dates:

1<sup>st</sup> Preference:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Time of ceremony: \_\_\_\_\_

2<sup>nd</sup> Preference:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Time of ceremony: \_\_\_\_\_

### 2. Venue

The Solemnization will be held in:

- TCC Classroom (proceed to fill up the below 2.1)
- Other location (please specify)\*: \_\_\_\_\_

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

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

\* The solemnization is to be conducted in a room for max 30 guests.

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

Trinity@Paya Lebar

- Classroom 8, 9 or 10

*Note: If your solemnization is held in TCC, you will be informed of the confirmation of the venue.*

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

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

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

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**For Official Use Only**

<b>Date Received:</b> _____	<b>Served By:</b> _____
<b>Groom:</b> _____	<b>Bride:</b> _____

Type	Date & Day	Time	Venue	Booking No
Rehearsal				
Wedding / Reception				
Blessing / Reception				
Solemnization				

<b>District / Zone Pastor:</b> _____ <b>Approval:</b> Y / N <b>Date:</b> _____ <div style="text-align: center; margin-left: 100px;">(Name/Signature)</div>
<b>Officiating Pastor:</b> _____

<b>Solemnizer:</b> Booked Solemnizer _____ on _____ Accepted by Solemnizer on _____ Remarks: _____	<b>Update eCAS for Groom / Bride:</b> <input type="checkbox"/> Marital Status / Address / Contact / Spouse Particulars <input type="checkbox"/> Update Excel File <input type="checkbox"/> Date Completed: _____
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