



## WEDDING GUIDELINES CHURCH OF DIVINE MERCY

Address: 117, Jalan Kenari, Sungai Ara, 11900 Bayan Lepas, Penang  
Tel: 04-646 6881 / WhatsApp: 013-584 6881 | Email: cdmpenang@outlook.com  
Website: www.cdm.my | Facebook: Church of Divine Mercy Sg Ara  
Parish Office: Closed on Monday & PH | {9am-5pm (TUES-FRI) 9am-1pm (SAT& SUN)}

1. Meet the Parish Priest **6 months before** the intended date of marriage (by an early appointment).
2. Marriages approved by the Church:
  - a) Catholic & Catholic (**Mass**)
  - b) Catholic & Other Christian (**Service**)
  - c) Catholic & Other Religion (**Service**)

***“Catholics MUST be confirmed without grave inconvenience (a requirement of Canon Law-CIC 1065)”***
3. **Complete Marriage Course:**
  - a) Catholic Engaged Encounter (**CEE**) Course or weekend course.
  - b) Other recognized marriage course (parish-based) - proof of participation needed.
4. **Non-Complete EE** - Penang CEE: <http://www.ceepenang.org/>  
(You may check their website for the availability of the dates/classes).
5. **Prenuptial Enquiry Form (PNE)** interview with Parish Priest (by an early appointment) **after completion** of above EE/Marriage course.
6. Please **bring along** the following required documents **& copy of each document:** -

i	<b>Marriage Course Certificate (EE) Copy /</b> Salinan Borang Sijil Pra-Perkahwinan (EE)
ii	<b>Civil Marriage Certificate Copy /</b> Salinan Sijil Perkahwinan Sivil
iii	<b>Couple - Copy of IC / Passport /</b> Pasangan- Salinan K/P /Paspot
iv	Couple/ Pasangan: <b>Catholic: Baptism Extract (6 Months or Less) /</b> Salinan Sijil Baptis (6 Bulan /Kurang) <i>Please make sure <b>Confirmation Date</b> indicated in Baptism Extract / Tarikh penerimaan <b>Sakramen Krisma</b>/Penguatan mestilah dinyatakan</i> <b>Non-Catholic: Birth Cert Copy /</b> Salinan Sijil Beranak (Bukan Katolik)
v	<b>Marriage Witnesses - Copy of IC / Passport /</b> Saksi (2) - Salinan K/P/Paspot
vi	<b>Passport Size Photo - Couple (1 Set) /</b> Gambar Saiz Paspot Pasangan (1 Set)

7. Marriage Witnesses (1 witness per person) - ***Catholics are encouraged to be witnesses for Church Weddings. PARENTS are NOT allowed.***
8. **Date of Marriage confirmed** upon completion of the **Prenuptial Enquiry Form (PNE)** with the Parish Priest.
9. Permitted days & times for wedding: -  
*Monday to Friday: 10:30am / 12:30pm / 3:00pm / 5:00pm*  
*Saturday: 10:30am / 12:30pm / 3:00pm*  
***“NO marriages permitted on Sundays, Feast days, Lent Season and Parish events”.***
10. A copy of **CIVIL Marriage Certificate MUST** be handed to the parish office before the church wedding takes place.
11. Kindly contact/WhatsApp parish office to **make an appointment** to meet the Parish Priest.
12. For any clarification, you may contact direct the Parish Priest.

# WEDDING GUIDELINES

## OTHER IMPORTANT NOTES:

### **i. FLORAL arrangements**

Person to Contact/WhatsApp: **Angie 012-4858640 / Annie Lee 014-9031362**

- Please note that use of church facilities, premise or floral vessels are not permitted when you engage external decorators. They are to use their own equipment, vessels, etc. to decorate.

### **ii. WEDDING MASS/SERVICE LITURGY**

Person to Contact/WhatsApp: **Peter Da Costa 012-4728044**

- For music (organist & cantors), rehearsal and matters pertaining to church wedding celebrations.

### **iii. Template of WEDDING BOOKLETS (Office)**

- Either to use the available Parish Wedding booklets or Personalized Wedding booklets.
- **Sample booklet can be obtained from parish office** and after done your part need to be checked by Parish Priest before printing out your copies.

1. MARRIAGE PREPARATIONS is a family affair. You may be sought for assistance from others (BECs, liturgical team, etc.) **It is your responsibility to make all the necessary arrangements needed** (commentator, lector, musician, cantors, projectionist, etc.)
2. CHURCH FACILITIES AND EQUIPMENT
  - NON CDM officials (wedding planners, family members, etc.) are **NOT** allowed to handle and adding gadgets into the church's PA and electronic systems.
  - Please note that if external musicians or other forms of arrangements have been engaged, kindly bring your own equipment.
3. CAMERAMEN
  - Please note that they are **NOT permitted** on the sanctuary.
  - During the Rite of Marriage, **NO distractions** (talking or actions or interferences) allowed. Kindly respect the holiness of the moment.
4. Please **"BE PUNCTUAL"** on your wedding day.
5. Do **"DRESS PROPERLY"** for a religious ceremony.
6. Do try to **Go** for the **"SACRAMENT OF RECONCILIATION"** before your wedding day.
7. **Throwing of flowers/ Confetti is NOT** allowed inside the Church.
8. **Payments to be settled 2 months prior to your wedding date.**

Thank you for your generosity. All funds are to help defray our Church maintenance/facilities. God bless.

For online payment: Bank Acc: **Maybank 5073 9410 1910** | Acc Name: **Church of Divine Mercy**  
 Please email receipt & the details to: [masscdmsgara@gmail.com](mailto:masscdmsgara@gmail.com)

<p><b><u>CHURCH</u></b></p> <ul style="list-style-type: none"> <li>• PNE Form Fee &gt; RM50.00</li> <li>• With Air Cond &gt; RM300.00</li> <li>• Without Air Cond &gt; RM50.00</li> <li>• LCD (Song/Hymm)&gt; RM100.00</li> </ul>	<p><b><u>ST. FAUSTINA HALL</u></b> (1 month Pre-booking)</p> <ul style="list-style-type: none"> <li>• Parishioners &gt; RM250.00</li> <li>• Non - Parishioners &gt; RM350.00</li> <li>• Cleaning &gt; RM75.00</li> <li>• LCD &gt; RM100.00</li> <li>• 1 Set (1 Table + 10 Chairs) &gt; RM10.00 (Max: 11 tables)</li> </ul> <p><b><i>(Setting up table &amp; chairs - Own Service)</i></b></p>
<p><b><u>BASEMENT</u></b> (1 month Pre-booking)</p> <ul style="list-style-type: none"> <li>• Inclusive of Cleaning &gt; RM150.00</li> </ul>	