

GENERAL DOs & DON'Ts IN THE CATHEDRAL

Approach the Parish Office to make arrangement for:

- Date and Time for wedding rehearsal.
Be punctual as this is done with other couples.
- Liturgical assistance e.g. Choir, Reader, Commentator, etc.
- Flowers and Decoration.
- Booking of Parish Gallery for refreshment / lunch reception.

Marriage Booklets

- The Cathedral provides sufficient copies of Rite of Marriage booklets for the common use. These booklets are **NOT** to be removed from the Church.
- In the event that you would like to print your own Wedding Booklet, please contact the Parish Office for a soft copy. Email your draft copy to us at <sjcoffice@yahoo.com.my> Please send a hard copy to the presiding priest for vetting and approval, preferably **ONE month** before your planned wedding day.

Bridal Gown and Dress Code in the Church

- Bridal gown should ideally cover shoulders fully and should not be too revealing (e.g. low cut or bare back). If so, a shawl is highly recommended.
- This is also applicable for bridesmaid(s), witnesses, reader(s), commentator, etc. Dressing should be appropriate and decent.

Basic Guidelines in the Cathedral

- Do not adjust the Cathedral's in-house sound system.
- No digital projection is permitted using the Cathedral's in-house facility.
- No confetti / flower petals are permitted inside and outside the Cathedral.

For Florist

Ensure that your appointed florist observe the following when decorating the Church.

- Respect the sacredness of the Sanctuary - the raised floor around the Altar.
- Do not use adhesive tape, staples, thumbtack or pins on the wooden pews. Instead, ribbons and flowers on stands are recommended.
- Do not place flowers or any form of decorative item on the Altar.
- Do not use helium balloons in the Cathedral.

For Photographers or Video Cameramen

Please remind your appointed photographers to observe the sacredness of the sanctuary.

- At all times, do not step onto the Sanctuary – the raised floor around the Altar. Use a telephoto lens instead.
- Normal lens for shooting from front of the Sanctuary at the exchange of rings.
- Normal lens for shooting at signing of the documents at the side table.

On your Wedding Day

- Be punctual for your wedding service
- Request that your non-Catholic guests attending the wedding service respect the sacredness of the Sanctuary / Cathedral and to switch off all hand phones.
- Your appointed Commentator may need to remind the Congregation at your wedding Mass that Holy Communion are strictly for Catholics only.
- After your wedding, you may take photos at the entrance of the Cathedral. Please be mindful of your time as there may be another wedding service following yours.



ST. JOSEPH'S CATHEDRAL, KUCHING 古晋圣若瑟总主教座堂

☎: 082-423424 FAX: 082-233805 E✉: sjcoffice@yahoo.com.my Website: stjosephkuching.org

IMPORTANT GUIDELINES TO HELP COUPLES IN MARRIAGE PREPARATION IN THE CATHOLIC CHURCH WHERE AT LEAST ONE PARTNER IS A CATHOLIC

OVERVIEW

1. Contact the Cathedral Parish Office
 - ✓ Attend a Pre-Marriage Course
 - ✓ Check availability of your requested date
2. Report to Jabatan Pendaftaran Negara (JPN) Office
3. Fix an Interview (Pre-Nuptial Inquiry) with a Priest of the Parish
 - ✓ Come for Pre-Nuptial Inquiry during office hours
 - ✓ Submit relevant JPN and Church documents
 - ✓ Confirm Date and Time of Wedding
4. Prepare yourselves spiritually
 - ✓ Pray & go to Mass together
 - ✓ Confession
5. Come for a Wedding Rehearsal
6. Be at the Cathedral on time for your wedding

IMPORTANT NOTES for you & your fiancé / fiancée

- Attend a Pre-Marriage Course preferably SIX months before your planned wedding day. The Pre-Marriage Course Certificate is valid for TWO years only.
- Call the Cathedral Parish Office to check whether the venue and date of your intended marriage is available, preferably SIX months in advance.
- Do not print your invitation cards or fix your wedding day before consulting the Parish and clearing all Government and Church requirements.
- All documents should be in order ONE month prior to your confirmed wedding date. Incomplete documents may result in cancellation of your wedding booking.

Parish Office of St. Joseph's Cathedral

	Day	Morning	Afternoon
CATHEDRAL Office Hours	Monday – Saturday	8 am - 12 noon	2 pm - 5 pm
	Sunday	8:30 am - 11:30 am	Closed
	<i>Closed on Feast Day, Holy Days of Obligation & Public Holidays</i>		
Location	Ground Floor of the Fathers' house directly behind the Cathedral Website: stjosephkuching.org E✉: sjcoffice@yahoo.com.my ☎: 082-423424		

National Registration Department (Jabatan Pendaftaran Negara / JPN)

	Day	1 st Session	2 nd Session
Simpang 3 Office Hours	Monday – Thursday	8 am - 1 pm	2 pm - 5 pm
	Friday	8 am - 11:45 am	2:15 pm - 5 pm
	<i>Closed on Saturdays, Sundays & Public Holidays</i> ☎: 082-238317 / 238320		
Location	Ground Floor, Telekom Building, Jalan Simpang Tiga, 93200 Kuching		
UTC Office Hours	Saturday – Thursday	8:30 am - 6:30 pm	7:30 pm - 9 pm
	Friday	8:30 am - 11:45 pm	2:15 pm - 9 pm
	<i>Closed on Public Holidays</i> ☎: 082-258221 / 237932 / 239448		
Location	UTC Building, Jalan Bukit Mata Kuching, 93100 Kuching		

MARRIAGE CERTIFICATE ('DAFTAR PERKAHWINAN' JPN.KC05)

There are two ways that marriages are registered with Jabatan Pendaftaran Negara.

(I) SOLEMNISATION

CHURCH WEDDING WITH ISSUANCE OF JPN.KC05 MARRIAGE CERTIFICATE

Civil marriage and blessing are done simultaneously in Church by a priest registered with JPN as Assistant Registrar of Marriage (Penolong Pendaftar Perkahwinan).

- To do this, go to Department of Marriage and Divorce (Bahagian Perkahwinan dan Penceraian) of the JPN Office and obtain JPN.KC02 Form.
- Fill in JPN.KC02 Form section A, B and D.2.
- Go to a Commissioner of Oath of your choice to get section D.2 endorsed. Minimal fee will be charged (RM4/-).
- Go back to JPN Office to pay RM20/-. Retain the Official Receipt (Resit Rasmi). This endorsement together with the Official Receipt is only valid for SIX months prior to your actual date of marriage.
- Fix an interview appointment with the Parish Office for both of you to meet the priest for a Pre-Nuptial Inquiry (2-6 months before your planned wedding day).
- For Pre-Nuptial Inquiry, please bring the following documents for both of you:
 - The endorsed JPN.KC02 Form with the Official Receipt
 - A recent passport-sized photograph
 - Two (2) photocopies of your Identity Card (both sides)
 - Two (2) photocopies of your Birth Certificate
 - Two (2) photocopies of the Identity Card (both sides) of two witnesses (male & female), both Catholics, at least 21 years of age and not immediate family members (Please write down their Baptism Name)
[Note: We recommend that you find a Catholic couple, who can journey with you in your married life, to be your witnesses]
 - The original extract of your Baptism Certificate from the parish of Baptism – issued within the last SIX months and with the status **“FREE TO MARRY”** signed by the priest of that parish.
 - A photocopy of your Confirmation Certificate
 - A photocopy of your Pre-Marriage Course Certificates
 - The original Statutory Declaration from the Commanding Officer where one party to the marriage is an Army or Police Personnel who is still in active service
 - The original Statutory Declaration by the Commissioner of Oath (e.g. in cases where status or religion is inaccurate based on JPN record).
 - Divorce Petition & Certificate of Making Decree Nisi Absolute (if any party involved is a Divorcee).
- During your wedding service in the Church, the (MARRIAGE REGISTER JPN.KC05) Marriage Certificate and a Family Record Book will be issued by the presiding priest.

FEES & DONATIONS

Statutory Declaration Fee (pay to Commissioner of Oath)	RM4.00
Marriage Registration Fee (pay to JPN)	RM20.00
Love offering for Wedding Blessing	RM40.00
Love offering for usage of Parish Gallery for refreshment / lunch reception	RM50.00
Love offering for usage of Cathedral's power supply for additional lightings for taking photos / video shooting, etc.	RM50.00
Token of appreciation for Choir, Readers, Commentators, Altar Servers, Priest, Sacristans and those assisting in your Wedding Service	At your own discretion
Contribution to Church for use of the Cathedral / Chapel	

(II) CONVALIDATION

CIVIL MARRIAGE AT JPN FOLLOWED BY BLESSING IN CHURCH

Civil Marriage Certificate ('DAFTAR PERKAHWINAN' JPN.KC05), is to be issued by JPN, and blessing of the Marriage is to take place at a later time in Church.

- Go to Department of Marriage and Divorce of the JPN Office, obtain JPN.KC02 Form and do the necessary to comply with JPN requirement.
- To register your civil marriage before the Magistrate, please bring the following documents for both of you:
 - The original copy of your Identity Card and Birth Certificate
 - A photocopy of your Identity Card and Birth Certificate
 - A recent passport-sized photograph
 - If you are from another country, you may need to bring along a legal certificate (i.e. Statutory Oath from your country's Embassy/ Consulate) stating you are free to marry.
- Once JPN has issued your Marriage Certificate (JPN.KC05 / KC07), proceed to fix an interview appointment with the Parish Office for both of you to meet the priest for a Pre-Nuptial Inquiry (2-6 months before your planned wedding day).
- For Pre-Nuptial Inquiry, please bring the following documents for both of you:
 - A photocopy of your Marriage Certificate (JPN.KC05 / KC07)
 - A recent passport-sized photograph
 - A photocopy of your Identity Card (both sides)
 - A photocopy of your Birth Certificate
 - A photocopy of the Identity Card (both sides) of two witnesses (male & female), both Catholics, at least 21 years of age and not immediate family members (Please write down their Baptism Name)
[Note: We recommend that you find a Catholic couple, who can journey with you in your married life, to be your witnesses]
 - The original extract of your Baptism Certificate from the parish of Baptism – issued within the last SIX months and with the status **“FREE TO MARRY”** signed by the priest of that parish
 - A photocopy of your Confirmation Certificate
 - A photocopy of your Pre-Marriage Course Certificates
 - The original Statutory Declaration from the Commanding Officer where one party to the marriage is an Army or Police Personnel who is still in active service
 - The original Statutory Declaration by the Commissioner of Oath (e.g. in cases where status or religion is inaccurate based on JPN record).
 - Divorce Petition & Certificate of Making Decree Nisi Absolute (if any party involved is a Divorcee).
- During your wedding service in the Church, a Family Record Book will be issued by the presiding priest.

Important Notes

1. **DAYS / DATES TO AVOID** (for your wedding) - All Sundays, Ash Wednesday, all Fridays during Lent, Holy Week, Easter Monday, Ascension Thursday, Assumption (15th Aug), All Saints' Day (1st Nov), All Souls' Day (2nd Nov) and 20th to 25th Dec. During Lent and Advent, it is recommended that weddings be celebrated in a moderate manner to maintain the spirit of the Seasons.
2. **PARENTAL CONSENT** (for MINORS) - If you are under 21 years old, your father (*or mother, if father is deceased*) must go with you to the Registrar's Office to fill in Borang JPN.KC01B to endorse the parental consent of your marriage. For girls above 16 but below 18 years of age, permission is required from the Chief Minister through Borang JPN.KC01D.
3. **MARRIAGE BANN** (Notice of Marriage on Church Notice Board) - Your marriage bann will be displayed at the Cathedral's notice board for a period of 1 month before your actual wedding day.