

International English Service (IES) – GSJA Batu Tulis

Guidelines for Wedding, and Wedding Application

We look forward to working with you to make your wedding a wonderful and memorable occasion. Even more, we rejoice in the privilege of helping a couple build a firm foundation for a marriage centered on Jesus Christ.

Before making a request for marriage:

- Couples are expected to be regularly worshipping together at IES for at least three months. (Regularly means attending a service at least twice a month). **Your data and proof of attendance need to be recorded in our “Planning Center” check-in system, therefore couples must ensure their data is in our system.**
- Ideally couples are already involved in the community life of the church through involvement in ministry and/or by attending either a Life Group or a Bible study group.
- For couples who are not yet worshipping at IES, this period gives the couple a chance to get to know the church and determine if this would be a suitable spiritual home for them before *and* after marriage.
- For weddings conducted out of town please note: 1) Unless specified otherwise, the pastor officiating will travel with their spouse; 2) Expenses for their travel, lodging, and meals are the responsibility of the couple getting married.

To have your wedding solemnized by IES:

1. We require the couples to be baptized Christians. IES can only solemnize weddings sanctioned by the marriage law of the Republic of Indonesia, which recognizes same-faith monogamous marriage only.
2. The wedding must be registered by the *Catatan Sipil* (Indonesian Civil Registry) on the day of the wedding. This requires properly filing the documents that are required.
3. We require a six-month advanced notice of your proposed wedding date. This allows time for marriage preparation, counseling sessions, and proper planning of the schedule of the pastor officiating the wedding. IES will determine the pastor officiating the wedding; a request to be officiated by a certain pastor will be accepted depending on their availability.
4. Couples are required take the premarital counseling conducted by either the pastor officiating or another pastor. IES uses a tool called Prepare-Enrich (www.prepare-enrich.com) for all premarital counseling.
5. We request that during the premarital counseling period, engaged couples have separate addresses and living arrangements. We request that couples are committed to sexual abstinence prior to their marriage.
6. We require couples take medical premarital screening, which includes testing for STD, blood abnormalities such as thalassemia and other illnesses, etc. This is so that there will be transparency between couples regarding health issues. *IES does not need to know the premarital screening results.*

Wedding Preparation Checklist ✓:

6 months before wedding

- Communicate with IES Wedding Coordinator, fill and submit the wedding application and include a copy of KTP (Passport for WNA) and Baptism Certificate. (**note:** *after the Catatan Sipil issues your wedding certificate, we require you to submit a copy for our file*)
- Contact *Catatan Sipil* and begin the process of fulfilling their documentation requirements.
- Take the Prepare-Enrich assessment online and begin scheduling premarital counseling sessions.
- Take a medical premarital screening at one of the hospitals/private clinics in Jakarta.

3 months before wedding

- Premarital counseling sessions should be completed/near completion.
- Begin discussing with wedding coordinator/pastor officiating about wedding plans. Have wedding organizer contact the pastor for their technical requirements.
- If church musicians are needed for the ceremony discuss with wedding coordinator (*if this is the case an honorarium for church musicians ministering the wedding should also be provided*).

1 month before wedding

- Schedule a wedding rehearsal.
- Tie up other loose ends.

2 weeks before wedding

- Conduct a wedding rehearsal.

International English Service Application for Marriage

This sheet must be completed and returned to church office before the wedding can be scheduled

BRIDE's Full Legal Name : _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Date of Birth: (DD/MM/YYYY) _____ Place of Birth: _____ Age: _____

Number of Marriages _____ Never Married Widowed Divorced

Current Church: _____ Location: _____

Baptized: Y / N Date: _____ Denomination/Church/Location _____

Father's Full Name: _____

Mother's Full Name: _____



GROOM's Full Legal Name: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Date of Birth: (DD/MM/YYYY) _____ Place of Birth: _____ Age: _____

Number of Marriages _____ Never Married Widowed Divorced

Current Church: _____ Location: _____

Baptized: Y / N Date: _____ Denomination/Church/Location _____

Father's Full Name: _____

Mother's Full Name: _____

International English Service Application for Marriage (cont'd)

PREMARITAL PREPARATION

Prepare-Enrich Facilitator: _____

Name of Hospital/Clinic for Premarital Screening: _____

Do you have all the documentation required by Catatan Sipil? Y / N

SERVICE DETAILS

Service to be conducted in? Please tick: English Bahasa Indonesia

(1st Choice) Requested Pastor Officiating: _____

(2nd Choice) Requested Pastor Officiating: _____

Wedding Date: _____ Time: _____ Location: _____

Rehearsal Date: _____ Time: _____ Location: _____

Church Musicians Required: Y / N How many?: _____

We have read, and understand, and will comply with all of IES wedding guidelines as described above.

Bride's Signature _____ Date: _____

Groom's Signature _____ Date: _____

For Office Use Only

Date Received: _____

By: _____

Pastor Availability: First Choice: Y / N Second Choice: Y / N

Additional Notes: _____
