




Watoto


WEDDING GUIDELINES

Booking:

A wedding date should be booked at least Six (6) months in advance with the appropriate Watoto Church Administrator.

- (a) Couples must complete their Wedding Booking Form and submit it to the Administrator(s) before any booking is confirmed.
- (b) No wedding will be booked on a DATE that coincides with a significant Watoto Church Event(s).
- (c) Wedding Ceremonies on Saturday at any of the Watoto Church licensed Campuses i.e, (Downtown, Ntinda, Bweyogerere, Kyengera, Suubi and Gulu) shall be conducted at 9:00 am, 11:00am and 1:00 pm for a maximum running time of 90 (Ninety) minutes. No weddings will be conducted on Sunday at any of the Campuses.





(d) Couples who so desire may apply for their wedding ceremony to be conducted on any other day of the week.



(e) No wedding will be conducted if a couple has not booked and confirmed their wedding date with the Administrator.

2. Application Forms

All Wedding Application Forms issued by the Administration Office must be duly endorsed by the respective Cell leader and either Section or Zone Leader and the Pastors at least two months before the date of introduction in church.

Application forms must be accompanied with (including everything else indicated on the Application Form):

- (a) An Original letter of blessing from the parents/guardians of the bride-to-be.
- (b) A letter of recommendation from one's local church if one party is not a member of Watoto Church.
- (c) Marriage Certificates for the Best-man and Matron.

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- (d) An HIV Test and Counseling Report not more than six weeks from date of booking. Tests must be done together as a couple at the recommended Health Service Providers. i.e. **IMC, CASE and SAS.**


3. Counseling


- a. Counseling is mandatory and therefore all Couples must go through the appropriate:

Pastoral Counseling/ One-on-One: before their wedding is conducted or officiated by a Watoto Church Pastor at the Church or any Gazetted venue. This includes at least four counseling sessions conducted by the Pastor and Marriage Mentors endorsed by the District/Assistant Pastor.

(i) Preparation for Marriage Classes: Conducted as Group sessions at the church. The classes which constitute Twelve mandatory subjects must be completed at least Two months to the wedding date.

(ii) If either party is upcountry or abroad, he or she must return at least One month before the booked wedding date, and undergo the requisite Preparation for Marriage sessions.





Couples in such situations are advised to have online counselling with the respective District Pastors

(a) Pastors reserve the right not to proceed conducting a Wedding:

- I. If a couple has not completed the requisite Premarital counseling sessions.
- II. If a couple has unresolved issues that have both moral and legal implications.



4- Marriage Banns

(a) Marriage Banns are a Legal requirement for all Marriages conducted in Uganda.

Intending Couples must be introduced in Watoto Church At least Two months to the intended date of Wedding.

Wedding introductions in Watoto Church are every 3rd (Third) Sunday of the month at the Couple's respective Celebration Points.

Wedding Introductions are Subject to Couples submitting their fully completed Wedding Application Form to the Wedding Administrator at least two months to the Wedding date.




(b) Marriage Banns will be published Two months to the wedding date and displayed on the Watoto Church Notice Boards in accordance with the **Laws of the Government of Uganda.**

(c) Couples seeking a **recommendation to wed** at another Church need to complete the Wedding Application Forms and attend at least Three counseling sessions, one of which must be with their District Pastor and they must be introduced at their respective Celebration Point. Please note that the Recommendation Letter will only be issued after the couple has fulfilled the above requirements.

3. Fees and Procedure:

a) Wedding fees of **Ugx. 600,000/=** (i.e. Church Fee - **450,000/-** and Worship Team - **Ugx. 150,000/-**) must be paid two months prior to the wedding date to confirm the booking.

- I. Cancellation of a wedding or Postponement or Change of venue or change of Date must



be discussed with the District Pastor and a written statement filed with the Wedding Administrator.

- II. **Time Keeping** means the Groom, Bride & Entourage arrive at church 15 minutes before the Time booked for their wedding.


- III. **Time Keeping** will be rewarded with the Refund of the Ugx. **100,000/=** and permission to take an offering in the service.


- IV. Any offering taken at a Watoto Church wedding ceremony is given, in its ENTIRETY to the couple.

- V. **A Lateness** Penalty will be administered in the following ways to couples that do not keep time:
 - No refund will be given to the couple who are not on site at the booked time of their Wedding.

 - No offering will be taken in the service for couples who arrive 15 minutes after the booked Time of their wedding.

Please note that **all fees** are to be paid at the **Watoto Church Accounts counter** and for every payment, a Receipt is to be issued by the Cashier.





- An Original or **Copy of the Receipt** must be presented to the Wedding Administrator for any refunds to be initiated.

4. Order of Service

Watoto Church has a standard template for the Wedding Order of Service. Any couple desiring to have special consideration must:

Liaise with the Worship & Creative Arts Office to plan the order of service and select the appropriate music at least 2 months to the wedding.

Avail the special music they desire to be presented at their wedding to Worship and Creative Arts office before the wedding day.

Avail a **Photo** of their choice for projection on the overhead during the wedding service.

Watoto Church reserves the right to approve live/recorded songs, special artistic presentations and other Guests of the couple intending to participate in the wedding ceremony at Watoto Church and Gazetted points



5. Wedding in Gazetted areas

A couple that intends to wed in a place that is not Gazetted as a place of worship is solely responsible for securing the necessary license(s) with the Registrar of Marriages and the Attorney General's office (**3 months**) in advance.

- Couples must engage their own lawyer for this process.
- Couples must present a copy of the Gazette from the Registrar's Office to the Administrator before the wedding can be conducted.

The couple must have the **PRIOR WRITTEN CONSENT** of the Ordained Watoto Church Pastor who will officiate their wedding.

The couple is responsible for sourcing the Worship Team, PA System etc. (This also applies to couples Gazetting Watoto Church Venues. i.e, (**Lubowa and Entebbe**).

The Couple shall bear the cost of transport and lunch for the Administrator and the officiating team. The costs will vary depending on the Gazetted venue.

The wedding fees remain payable in full and is subject to the same conditions stipulated in part (5 above).

6. Weddings in PAG Churches:

Couples wedding in PAG Churches (E.g. Masaka, Mubende, Bombo, etc) will pay a fee of Ugx. 200,000/- (Two hundred thousand shillings only) to cover Administration and Registration of Marriage costs.

Notification of weddings must be presented **Three (3) months** in advance to the intended date.

9. Re-issue of Certificates

A penalty fee of 50,000/= will be charged if one needs a certificate reissued due to an amendment, damage/misplacement or loss. The church will only issue Certified copies. The replacement will be done when the following conditions are met:

- i) Submission of a written letter, signed by both parties requesting for a re-placement.
- ii) Submission of a written Police letter confirming the loss. etc.





10. Preparation for the Wedding Ceremony:

- (a) Wedding Rehearsals are mandatory and are to be supervised by the Pastor or designated Administrative Assistant. They **MUST** be held with the entire bridal entourage, **1 week** before the wedding day.
- (b) **Couples must have a Time Keeper** who **MUST** report immediately to the Watoto Church Reception/Administrator when the entire bridal team arrives at the venue of the wedding.
- (c) **Couples must have their Ushering Team** introduced to the Administrator for briefing of their roles and responsibilities during the wedding ceremony.

11. Exceptions

- (a) Persons who have been living together may, with the guidance of the District Pastor, apply to **Sanctify** their relationship in a church wedding to honor God.
- (b) Persons who already have a Legal Registered Marriage [may apply to have the





Church blessing in a church ceremony]. They will only receive the Watoto Church certificate and not another Government of Uganda certificate.

(c) **Divorced persons** will not be wed at Watoto Church.

(d) Non Watoto Church Couples will only be wed at Watoto Church if they have the prior **written commitment** of a Watoto Church Pastor and fulfill all the requirements stated above.

12. **Disclaimer**

(e) The Watoto Church Pastoral Team reserves the right to decide on whom to wed.

(f) The Watoto Church Pastoral Team reserves the right to waive any of the conditions stipulated in this Wedding Guideline.

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