

Watoto

Wedding Guidelines



Step-One:

Book Your Wedding Day with the Family Office

1. Book your desired wedding or Anniversary date, time and venue with the Family Office Administrator using the Wedding Booking Form at least six (6) months in advance.
2. The following Watoto church locations are licensed for weddings:

Kampala	Outside Kampala	Watoto Villages
Downtown Ntinda Bweyogerere Lubowa Kyengera	Entebbe Gulu Mbarara	Ssuubi Biira

3. Watoto Church, on special request, may conduct weddings at Gazetted venues, i.e., locations granted on a one-time license by the Ministry of Justice to host a wedding ceremony away from the precincts of licensed Watoto Church venues.
4. Booking the church for a wedding involves the following:
 - a. The couple completing and submitting the Wedding Booking Form indicating the desired date to the Watoto Church Family Office Administrator at least six (6) months in advance.
 - b. The Administrator confirming the availability of the venue, date and time requested for. The church, from time to time, blocks out days to enable her to carry out significant public events or major works.
 - c. Watoto church majorly conducts wedding ceremonies on Saturdays at 9:00 am, 11:00 am and 1:00 pm
 - d. Couples are expected to confirm their booking with complete payment of the wedding charges to the bank two (2) months before the wedding date. Note that the fee is not to be REFUNDED upon confirmation of the booking.

5. Wedding Charges/ Fees Schedule:

Indicated below are the necessary payments made as a contribution to the cost of conducting a wedding at Watoto church:

- a. Church Service: UGX 600,000/= (church administration costs of UGX 450,000/= and Worship/Tech Team costs of UGX 150,000/=)
- b. Gazetted wedding venue: The couple takes responsibility for securing the Gazette from the Ministry of Justice. And meeting the extra-additional charges to cover the costs arising from moving the Pastors and Administrator away from the church premises:
 - Church wedding cost UGX 450,000/= plus the additional current estimated costs:
 - Gazetted Venues within 20km radius is UGX 200,000/=
 - Gazetted Venues between 20-50km radius is UGX 300,000/=
 - For gazetted venues that require the officiating pastor to stay overnight, the couple is responsible for all the accommodation costs incurred during the wedding.
- c. All wedding fees must be paid by the bank. See details at the back. Copies of the proof of payment must be submitted to the Family Office Administration for every payment.
- d. Bookings are confirmed when proof of down payment has been submitted to the wedding Administration office.



Step-Two:

Connect with your Campus Pastor

1. The blessing and commitment of the Campus Pastor to be involved in the pre-marriage counselling and wedding ceremony is needed right from the beginning of the process.
2. Connecting with a Watoto Pastor clears the path for the intending couples to access the support and guidance needed to satisfy the moral demands of a Christian wedding and marriage.
3. Connecting with the Campus Pastor should cover the following:
 - a. Confirming the couple's commitment to Jesus, i.e. that you are a born-again Christian, a Watoto church member, belonging to a Watoto Cell Family. The Pastor should be confident of the couple's readiness to commit to a Christian wedding and marriage.
 - b. Commitment to supervising and providing guidance with respect to the Pre-marital counselling engagement in the group sessions and face-to-face sessions with the pastor or delegated mentors.
 - c. Obtaining the written consent of the ordained Watoto Church Pastor who will officiate at a gazetted wedding.
 - d. Conversations regarding the choice of date and venue of the wedding, obtaining a recommendation letter where necessary and suitability of the persons chosen for the roles of Bestman and Matron.
 - e. Conversations with respect to wedding banns and introductions at the Campuses attended as a couple.
 - f. Conversations regarding private matters that might arise with respect to parental blessings, medical health tests, marital status and past relationships.

Please note:

The following items need to be carefully noted:

- i. HIV Testing and Counselling report should not be more than six (6) weeks from the date of booking. It's recommended that the HIV Tests and Counselling should be done together as a couple at any of these recommended health service providers:
 - IMC
 - SAS Clinic
 - CASE Hospital
- ii. Watoto Church requires couples to acknowledge in writing that they have received due counsel regarding the importance of their health checkup. A Waiver Form must be completed to indicate such acknowledgement in writing.
- iii. Campus Pastors give guidance in matters of Wedding Anniversaries, Sanctification and any Exceptions that might be deemed necessary.
 - a. Couples wishing to celebrate their wedding anniversary may book and apply for a service at the place of their choice: church, home, hotel or any other preferred venue.
 - b. Persons who began living together without a church wedding may, through their Campus Pastor, apply to sanctify their relationship in a church wedding to honour God.
 - c. Persons who already have a legally registered marriage may apply to have the Church blessing in a church ceremony at the place of their preferred choice. They will only receive the Watoto Church certificate and not another Government certificate.
 - d. Non-Watoto Church couples will only be wedded at Watoto if they meet the requirements stated above and have received a written commitment from an Ordained Watoto Church Pastor to take them through counselling and to conduct their wedding.

Step-Three:

Actively Participate in the Preparation for Marriage Counselling Programme

1. Watoto Church upholds the view that appropriate preparation is critical to the success of any marriage. Therefore, all couples booked to be wedded by a Watoto Pastor at Watoto Church or any gazetted venue are required to attend the preparation for marriage classes (PMC) before their wedding is officiated at Watoto.
2. The preparatory counselling sessions include ten mandatory group class sessions and one-on-one meetings with mentors and pastors. The counselling sessions outside group classes may be face-to-face or online, depending on what best suits the situation.
3. If either party is upcountry or abroad, the couple must purpose to have the four requisite face-to-face Pre-marital counselling sessions with the Pastor at least one (1) month before the booked wedding date.



Step-Four:

Complete and Submit the Application Forms to the Family Office Administrator

1. The Application Forms indicate the information and documentation required for the fulfilment of the legal component of weddings.
2. It's important to note that all the verified accompanying documentation needs to be submitted to the Family office two months before the booked date.
3. For a wedding to be conducted at Watoto Church and registered with the government, all the details indicated on the application form must be verified and submitted to the Family office at least two months before the wedding date. Therefore, it is mandatory to submit together with the Forms all the following:
 - Photocopies of National Identity (NID) cards of the bride and groom;
 - Photocopies of National Identity (NID) cards of the best-man and matron.
 - Photocopies of the Biodata page of the Passport and a Certificate of Singleness for those who are non-Ugandan.
4. The Wedding Administrator must confirm that all the paperwork with respect to the Wedding has been completed and returned by the couple to the church. Then this facilitates the
 - Marriage Bans are to be published one (1) month before the wedding date and displayed on the Watoto Church Notice Boards and/ or the Church Website in accordance with the Laws of Uganda.
 - Wedding introductions of the couples are to be done at their respective Campuses. Note that these introductions are in-person and are conducted on the third (3rd) Sunday of the month prior to the wedding date.

Couples seeking a recommendation to wed at another Church will be issued with a Recommendation Letter only after they have been introduced at their respective Campuses and have had at least three (3) face-to-face counselling meetings with their Campus Pastor.

Step-Five:

Ensure that your Wedding is a Christ Honoring Celebration into Marriage

1. The Family Office, in collaboration with the Worship & Creative Arts Team, supports all couples in having a wedding ceremony that honors the Lord Jesus.
2. Working from a preset template, all couples are expected to indicate their preferences and desires to be considered in developing an appropriate order of service for their wedding:
 - Couples who wish to include unique features must indicate this and submit their wishes to the Wedding Administrator at least two (2) months before the wedding date.
 - Couples must submit the special music they desire to be presented at their wedding to the Worship & Creative Arts Office at least two weeks before the wedding day.
 - Couples must provide a photo of their choice for projection on the overhead during the wedding service. The photo should meet the standard requirements and be submitted at least 2 weeks in advance.



N.B: Watoto Church reserves the right to approve the live/recoded songs, special artistic presentations and other guests of the couple intending to participate in the wedding ceremony at Watoto Church Venues or Gazetted Venues.

To ensure that the Wedding Ceremony truly honors the Lord:

i. Wedding Rehearsals:

Watoto Church requires all couples to hold a wedding service rehearsal. Rehearsals are mandatory and an opportunity to verify and confirm all the information to appear on the Wedding certificate. They need to be supervised by the Pastor or designated Administrative Assistant and held with the entire bridal entourage one (1) week before the wedding day.

ii. Wedding Service Coordinator:

Couples need to appoint a Wedding Service Coordinator (WSC) who liaises with the Watoto Church Reception/Administrator. The WSC shall:
Report immediately to the Administrator once the entire bridal team arrives at the wedding venue.

Receive the appropriate briefing on the roles of the Ushering Team during the wedding ceremony.

iii. TimeKeeping:

Timekeeping is considered a key element in having a wedding that honours the Lord. So, all couples are required to keep time for their wedding at Watoto Church. This means that the Groom, bride, and entourage arrive at the church at least 30 minutes before the time booked for the wedding.

If couples fail to honor the Lord in timekeeping:

The Officiating Pastor will administer a Lateness Penalty by taking any one of the following actions:

- Conduct the wedding in the time remaining, in a side room away from the booked room, or conduct the wedding later after other weddings are completed.
- The Officiating Pastor may exercise the discretion to cancel the wedding, get away from the venue, and ask the couple to book another date.

Important To Note:

1. Wedding in Gazetted areas:

A couple that intends to wed in a place that is not licensed to wed or 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 three (3) months in advance.

- a. Couples must engage their own lawyer for this process.
- b. A couple intending to wed at a Watoto Church venue that is not licensed to carry out marriage ceremonies shall adopt the same procedure.
- c. The couple must have the prior written consent of the ordained Watoto Church Pastor who will officiate their wedding.
- d. The couple is responsible for sourcing the Worship Team, PA system, venue setup, etc., necessary for the wedding ceremony's success.
- e. The wedding fees remain payable in full and is subject to the same conditions stipulated in guideline 5 above.

2. Re-issue of Certificates

- a. A penalty fee of UGX 50,000/= will be charged if one needs a certificate re-issued due to an amendment, damage/misplacement or loss. Note that the church will only issue Certified copies.
- b. The Re-issuing or replacement of the certificate will be done when the following conditions are met: -
 - Submission of a written letter requesting a replacement signed by both parties and endorsed by their Campus Pastor.
 - Submission of a written Police letter of reference confirming the loss, etc.

3. Wedding Anniversaries, Sanctification and Exceptions

Couples wishing to celebrate their wedding anniversary may book and apply for a service at the place of their choice: church, home, hotel or any other preferred venue.

- a. Persons who began living together without a church wedding may, through their Campus Pastor, apply to sanctify their relationship in a church wedding to honour God.

- b. Persons who already have a legally registered marriage may apply to have the Church blessing in a church ceremony at the place of their preferred choice.
- c. They will only receive the Watoto Church certificate and not another Government certificate.
- d. Non-Watoto Church couples will only be wed at Watoto if, in addition to meeting the requirements stated above, they have received a written commitment from an ordained Watoto Church Pastor to counsel them and conduct their wedding.
- e. Divorced persons will not be wedded at Watoto Church.

4. Disclaimer:

- a. The Watoto Church Pastoral Team reserves the right to waive any of the conditions stipulated in these Wedding Guidelines.
- b. The Watoto Church Pastoral Team reserves the right to revisit these Wedding Guidelines in light of changes in the Marriage laws and regulations.

ABSA Bank details:

Name: Watoto Church Ministries

Bank A/C: 0341192455

Branch: Kampala Road

Checklist

Watoto WEDDING APPLICATION FORM																							
 <small>Attach your passport size photograph</small>	 <small>Attach your passport size photograph</small>																						
Date:	Time:																						
Venue:																							
Particulars of Applicant: (Details on this form MUST be the same as those on all your official documents)																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Groom</th> <th style="text-align: left; padding: 2px;">Bride</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">First Name:</td> <td style="padding: 2px;">First Name:</td> </tr> <tr> <td style="padding: 2px;">Middle:</td> <td style="padding: 2px;">Middle:</td> </tr> <tr> <td style="padding: 2px;">Last Name:</td> <td style="padding: 2px;">Last Name:</td> </tr> <tr> <td style="padding: 2px;">Date of Birth:</td> <td style="padding: 2px;">Age:</td> </tr> <tr> <td style="padding: 2px;">Age:</td> <td style="padding: 2px;">Date of Birth:</td> </tr> <tr> <td style="padding: 2px;">NIN:</td> <td style="padding: 2px;">NIN:</td> </tr> <tr> <td style="padding: 2px;">Tel:</td> <td style="padding: 2px;">Tel:</td> </tr> <tr> <td style="padding: 2px;">E-mail:</td> <td style="padding: 2px;">E-mail:</td> </tr> <tr> <td style="padding: 2px;">Profession:</td> <td style="padding: 2px;">Profession:</td> </tr> <tr> <td style="padding: 2px;">Residence:</td> <td style="padding: 2px;">Residence:</td> </tr> </tbody> </table>		Groom	Bride	First Name:	First Name:	Middle:	Middle:	Last Name:	Last Name:	Date of Birth:	Age:	Age:	Date of Birth:	NIN:	NIN:	Tel:	Tel:	E-mail:	E-mail:	Profession:	Profession:	Residence:	Residence:
Groom	Bride																						
First Name:	First Name:																						
Middle:	Middle:																						
Last Name:	Last Name:																						
Date of Birth:	Age:																						
Age:	Date of Birth:																						
NIN:	NIN:																						
Tel:	Tel:																						
E-mail:	E-mail:																						
Profession:	Profession:																						
Residence:	Residence:																						
Marital Status: Groom: (Please tick appropriate box) <input type="checkbox"/> Single <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Married Traditionally <input type="checkbox"/> Widower <input type="checkbox"/> Civil Marriage <input type="checkbox"/> Cohabiting																							
Bride: (Please tick appropriate box) <input type="checkbox"/> Spinster <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Married Traditionally <input type="checkbox"/> Widowed <input type="checkbox"/> Civil Marriage <input type="checkbox"/> Cohabiting																							
Watoto Church Applicant Details: Groom: Campus: _____ Do you belong to a cell group? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Cell No: _____ Cell Leader's Name: _____ Cell Leader's Tel: _____																							
Bride: Campus: _____ Do you belong to a cell group? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Cell No: _____ Cell Leader's Name: _____ Cell Leader's Tel: _____																							
Watoto Wedding Booking Form <p>This form allows intending couples to book a date for their wedding. Please note that this date may change if the Wedding Application Form plus the appropriate requirements are not submitted three (3) months prior to the booked wedding date, or if the proposed date conflicts with any major Watoto Church Event.</p> <p>Details of Wedding:</p> <p>Date: _____ Time: _____</p> <p>Church Venue: _____</p> <p>Personal Details: Groom to be: Name: _____ Campus (Church): _____ Marital Status: _____</p> <p>Contacts Details: Tel: _____ WhatsApp No.: _____ Email: _____ Signature: _____ Date: _____</p> <p>Bride to be: Name: _____ Campus (Church): _____ Marital Status: _____</p> <p>Contacts Details: Tel: _____ WhatsApp No.: _____ Email: _____ Signature: _____ Date: _____</p> <p>Campus Pastors Endorsement: _____</p> <p>NB: Please submit all the forms and requirements 3 months prior to the wedding day.</p> <p>Verified by Administrator: _____ Signature: _____ Date: _____</p> <p>For inquiries: Tel +256 783 102 390 WhatsApp +256 776 260 007 E-mail: family@watotochurch.com</p>																							

Wedding Application Form

Watoto WEDDING BOOKING FORM

This form allows intending couples to book a date for their wedding. Please note that this date may change if the Wedding Application Form plus the appropriate requirements are not submitted three (3) months prior to the booked wedding date, or if the proposed date conflicts with any major Watoto Church Event.

Details of Wedding:

Date: _____ Time: _____

Church Venue: _____

Personal Details:

Groom to be:

Name: _____

Campus (Church): _____

Marital Status: _____

Contacts Details:

Tel: _____ WhatsApp No.: _____

Email: _____

Signature: _____ Date: _____

Bride to be:

Name: _____

Campus (Church): _____

Marital Status: _____

Contacts Details:

Tel: _____ WhatsApp No.: _____

Email: _____

Signature: _____ Date: _____

Campus Pastors Endorsement: _____

NB: Please submit all the forms and requirements 3 months prior to the wedding day.

Verified by Administrator: _____

Signature: _____ Date: _____

For inquiries: Tel +256 783 102 390 | WhatsApp +256 776 260 007 | E-mail: family@watotochurch.com

Watoto MARRIAGE PREPARATION CLASS ATTENDANCE CARD			
DATE	TOPIC	FACILITATOR	MENTOR
	Orientation		
	Covenant Love		
	Communication		
	Celebrating Differences		
	Conflict Resolution		
	Video Teaching		
	Health Matters		
	Finances		
	Intimacy		
	Biblical Roles		
	Raising Godly Children		
	Emerging Challenges		
Completion Confirmation			
Groom	Mentor		
Bride	Pastor		

Class Attendance Card

Watoto WEDDING ORDER OF SERVICE	
Groom's to be's name: _____	
Bride to be's name: _____	
Tel: _____	
Wedding Date: _____ Wedding Time: _____	
Name of Worship Leader: _____	
Opening Prayer: Pastor _____	
Groom & Bridesman Enter: Song/CD _____	
Flower Girl Mads & Matron Enter: Song/CD _____	
Bride Enters: Song/CD _____	
First Invocation: Pastor _____	
Song/Hymn: _____	
Second Invocation: Pastor _____	
Prayer: Pastor _____	
Scripture: (Optional) _____	
Change to The Couple: Pastor _____	
Vows: Pastor _____	
Prayer: Pastor(s) _____	
Signing of Certificates: (Song) _____	
Sermon: Pastor _____	
Thanksgiving: Songs 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	
Introduction of Couple: (Pastor) _____	
Recessional: (Song/Hymn/CD) _____	

Order of Service Form

For inquiries:

Telephone: +256 783 102 390

WhatsApp: +256 776 260 007

E-mail: family@watotochurch.com

CELEBRATING CHRIST • CARING FOR COMMUNITY



Watotochurch.com