PATRIARCHATE OF ALEXANDRIA
ST. MINA'S COPTIC ORTHODOX CHURCH
132 STATE HIGHWAY 34, P.O. BOX 465,
HOLMDEL NJ 07733 (732) 332-1052 FAX#: (732) 332-1049

CHURCH RESERVATION AGREEMENT

(CHECK ONE) ☐ ENGAGEMENT ☐ WEDDING DATE: _____DAY:_____ TIME:_____

Groom's Information: _____

ADDRESS:_____CITY_____STATE_____ZIP_____

HOME PHONE #:_____ CELL PHONE #:_____

NAME & PLACE OF CHURCH WHERE YOU ATTEND:_____

FR. OF CONFESSION:_____ Parents' Names:_____

Bride's Information: _____

ADDRESS:_____CITY_____STATE_____ZIP_____

HOME PHONE #:_____ CELL PHONE #:_____

NAME & PLACE OF CHURCH WHERE YOU ATTEND:_____

FR. OF CONFESSION:_____ Parents' Names:_____

PRIEST PERFORMING CEREMONY: _____PHONE #:_____

DOCUMENTATION: [To be handled by the Priest performing Ceremony (the following information is a reminder for you)]

1. If you are getting Married, you (the Groom & Bride) are responsible for obtaining a civil marriage license and submitting it to the Priest performing the ceremony 1 week before the Marriage Ceremony.
2. If you are getting Engaged, you (the Groom & Bride) are responsible to obtain a "Recommendation for Marriage" form for both of you, to be completed by your Spiritual Father, and submit it to the Priest performing the ceremony 1 week before the ceremony. DOCUMENTS MUST BE ORIGINALS, NO COPIES ALLOWED.

THE SERVICE :

1. St. Mina's Coptic Orthodox Church faithfully follows the Orthodox Rites of the Wedding and Engagement Services, therefore there will be no changes to the Rites of any Ceremony. (No music while walking into the Church or expressions of affection allowed. Also the Groom & Bride must walk in together. The Bride can not walk with her Father).
2. The only service booklet allowed to be distributed and used for the ceremony is the one issued by St. Mina's Church. A customized copy (with the Groom & Bride's names) of the service booklet for printing can be provided to you via email. Please contact the Church Representative.
3. Invitations of the chanters (deacons) are the responsibility of the Groom & Bride.
4. Photographers/Videographers are not allowed inside the Sanctuary (behind the curtain), please inform them of this.
5. Please make every effort to be on time, and remember that there may be another ceremony/service after yours.

GENERAL INSTRUCTIONS:

1. Rehearsal must be scheduled with the Church representative and conducted in a timely fashion and with full respect for the Church's sanctity. Proper attire is required. No shorts, sleeveless shirts, tank tops, smoking, gum, eating or drinking inside or outside the Church or any where on the Church property.
2. NO ADHESIVE/TAPE of any kind may be used to fasten decorations or equipment to the benches .
3. If you wish to spread flowers on the Church floor, you should have a runner. If you wish to toss anything at the Groom & Bride, it must be done OUTSIDE the Church at the end of the ceremony and must be cleaned up afterwards.
4. Bridesmaids' clothing should be appropriate; a shawl must be worn over sleeveless, strapless, or low cut dresses.
5. Wedding favors/candy are to be distributed OUTSIDE in the lobby area as your guests leave the Church.
6. To preserve the sanctity of the Church, music and consumption of champagne and/ or any alcohol are strictly forbidden any where on the Church property; this includes the Church parking lot.
7. Removing decorations & cleaning must be done immediately after the ceremony. Also the Church must be vacated 15 minutes after the ceremony.

Signature/Groom: _____**Date:**_____ **Signature/Bride:**_____**Date:**_____

Signature of Priest performing the Ceremony:_____ **Date:**_____

Please contact the Church Representative if you have any questions : **Mr. Safwat Azab (732) 970-8334** Church Donation: $_____

This application has been approved by :_____Date Received:_____