

STANDARD OF PROCEEDURE

WEDDING CEREMONIES TO BE CONDUCTED IN HOUSE ON THE ROCK, LAGOS

1. The intending couple will pick up two 'Pre-marital Course forms' from either
 - (i) Church Office (Mon. – Fri. 9am – 5pm) or
 - (ii) Information Centre (Sundays)

Or download from Church

website www.houseontherockng.com/resources/PreMarital_Course_Form.pdf

*(**The Pre-marital Course forms are free of charge)*

2. The intending couple will submit the completed forms (along with the supporting documents) at the church office or Information Centre
3. The intending couple will be invited for a pre-qualification interview after the forms have been sorted and processed.
4. Depending on the result/outcome of the interview, the intending couple may be asked either to
 - (i) Proceed with the Premarital Course or
 - (ii) Defer the Premarital course (And undergo Premarital Counselling in the interim)
5. Once certified by the 2-in-1 department upon successful completion of the course, the intending couple will obtain an approved date for the wedding through the 2-in-1 department. *(Thursdays and Saturdays are the only approved wedding days for HOTR)*
6. The wedding invitation and programme sample will also be submitted to and approved by the 2-in-1 department.
7. Final Wedding Invitation Cards/ Official Notice must be given to the following heads of departments at least three weeks before the wedding:
 - 2-in-1 Dept.
 - Ushering Dept.
 - Chosen Treasure
 - Technical Dept. (At least two cordless microphones should be requested for)

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8. The intending couple will be issued a MARRIAGE CLEARANCE form by the church office; this form must be completed very carefully as any error will automatically reflect in the marriage licence.
9. The completed MARRIAGE CLEARANCE form will be forwarded by the intending couple to the 2-in-1 pastor, who will endorse and forward the same to the church office, at most, two weeks prior to the wedding date.
10. The intending couple will do a civil marriage at the Federal Marriage Registry, Ikoyi, obtain a marriage certificate and submit a photocopy or scanned copy of the same to the church office physically or via churchadmin@houseontherock.org.ng
11. Posting of Banns in the church – This should be done at most 2 weeks prior to the date of the wedding (though there might be variations to this depending on church events like the combined service).
12. Five days before the wedding, the bride-to-be will receive a letter/mail from the office which she will take to the church approved hospital for a pregnancy test.
13. The HOTR marriage certificate will be prepared and sent to the 2-in-1 pastor (only after a negative pregnancy test result and the submission of a copy of the marriage certificate from the Federal Marriage Registry, Ikoyi)
14. The intending couple will attend a Marriage Rehearsal two days before the wedding ceremony.
15. Wedding Thanksgiving (if required) – This can take place anytime from the Sunday after the day of the wedding ceremony in the third service.