



# Deo Gloria Family Church

A church for all people

PBO No. / 930025589

Services held at 10am every Sunday at 43 Armstrong Ave La Lucia, Durban

## MARRIAGE APPLICATION FORM

### Marriage Application Form Marriage Act & Civil Union Act

Names: Partner A \_\_\_\_\_ B \_\_\_\_\_

ID Number: A \_\_\_\_\_ B \_\_\_\_\_

Contact Details: Cell A \_\_\_\_\_ B \_\_\_\_\_

Passport details: A \_\_\_\_\_ B \_\_\_\_\_

*(NB: For Foreign Nationals only: All foreign nationals must please provide a letter/certificate of "no impediment" against them, which must be requested from the "Home Affairs" office in their country of residence, prior to applying to marry in SA, wherever possible. (Home Affairs have requested this be asked of all foreign nationals from 2010.) This must be sent to us (Deo Gloria), along with your Marriage Application, in order for our office to continue the process of reviewing your application along with all the other criteria in this Application. Thank you.*

Dear couple,

Firstly, we would like to thank you for your Application with us.

This is an exciting and wonderful stage of your lives together. We wish you both every success and blessing in this new phase of your journey together as a couple. You are about to declare a covenant of your love publicly, before God, one another, family & friends. It is a commitment that God considers to be sacred.

Therefore, we have done everything possible in the way of this Marriage Application form, with our many years of experience, to make things easier for you in the long term. We have tried to lay out all possible expectations so that there are no disappointments based on possible assumptions which can arise from both sides. Hence, we have documented as much as we can in this Marriage Application form to assist you and to make the journey toward your future together, as smooth as we possibly can.

There is nothing worse for a couple, than to have certain expectations from the pastor, only to have what should be an exciting process, become a disappointment because of misunderstanding based on assumption. So, while it might seem extensive, we have taken care to ensure that most things are covered wherever possible. Please bear with us in our request, so that should your Application be approved, we can conduct the best wedding ceremony for you as a couple.

We know that every couple wants their wedding to be the most special day for them, as it should be; and as you can imagine, we have many couples wanting to get married, so it takes us some time to get through all the Applications as well as manage our many daily local church activities because the church is also a *living organism* with its own needs.

So, we are first and foremost a church with the many ministries, people in need, counselling etc., we therefore have to carefully consider how we



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extend ourselves outside of the church, with limited resources we have and problem of the shortage of marriage officers in KZN, /Durban South Africa.

So, whilst we do perform weddings outside of our church family to assist our own community wherever possible, please be patient with us in the correspondence.

We will try to respond to your Application within a week of receiving it (barring the pastor is not away or on mission etc. Usually if this is the case, you will receive an away notification through a reply email.) Please then make it your responsibility to follow up on the Pastor's return, if you do not hear from our office. Please also keep our office times in mind. (Tues-Fri, 9-1pm)

Thank you for considering us. We assure you of our best assistance at all times.

## **MARRIAGE APPLICATION SECTION**

Please answer each question and sign or indicate your acceptance at the end of the Application. (This can either be printed and hand written and then scanned and emailed, or you can just mark it on the email electronically and sign with your typed names, the email returned to us with this document is sufficient as a signature.) Please fill in under each question.

1. What is the proposed date? (Preferably give *two* dates. This flexibility will assist the Pastor in the process regarding available dates.) We like to work on 2-3 months notice period on a mutually agreed date, but not more than 3 months in advance at the pastor's discretion, as this also needs to fit in with their general duties & church calendar.)
2. Where is the venue? City or town.  
*(We do weddings within the greater Durban area, exceptions outside of the area may be considered by special arrangement if agreed to by the pastor. Additional charge of R200 for travel costs within the KZN.)*
3. What is the proposed time? (Our official times for performing ceremonies are Saturdays between 10a.m. & 4pm.)
4. Are you both Christians? (Do you believe in the one True God, Jesus Christ the Son and the Holy Spirit?)



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5. How long have you been in a relationship together? (Minimum is 6 months)
  
6. Are you both 18 years old or over? (Legal age is 18 years old).
  
7. Have either one of you been previously married? (This information is necessary by law regardless of the country in which your marriage took place.) (If you have never been legally married, please put a line through the below section and mark N/A)

Please mark the “yes” or “Not applicable” with a capital “X” depending on which one is applicable.

Partner A Yes \_\_\_\_\_ or Not applicable (I have never been married) \_\_\_\_\_

Partner B Yes \_\_\_\_\_ or Not applicable (I have never been married) \_\_\_\_\_

a) If so, please list the name or names of one/ both of you if this is applicable to you.

### Partner A

i. Maiden name (born name)

\_\_\_\_\_

ii. Married name

\_\_\_\_\_

### Partner B

iii. Maiden name (born name)

\_\_\_\_\_

iv. Married name

\_\_\_\_\_



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If you have been previously married:

b) Are you legally divorced?

Partner A \_\_\_\_\_ (Yes/No)

Partner B \_\_\_\_\_ (Yes/No)

(Please state court divorced, country & date)

**Partner A** (If Applicable):

Court & Country: \_\_\_\_\_

Date Divorced: \_\_\_\_\_

**Partner B** (If Applicable):

Court & Country: \_\_\_\_\_

Date Divorced: \_\_\_\_\_

Or, if applicable: (N/A if not)

Is the person you were married to deceased? (Please state for the record)

Partner A \_\_\_\_\_ Partner B \_\_\_\_\_

*Please ensure that you have your divorce papers in order if you have been previously married as we cannot proceed without them. If for some reason you do not have the originals to show us at your premarital counselling meeting and also certified copies to attach to the marriage register for Home Affairs, you must have a signed and stamped affidavit to this effect that you are legally divorced, and bring this with to the counselling.*

8. How many people do you envisage attending?

a) How many people will you have in the *grooms/bridal party*, (bridesmaids, best men etc.), if any (apart from yourselves)? (Exclude witnesses unless they form the groom/bridal party.)

b) Please state title/s of Bridal/Grooms party if applicable. (Bridesmaids/Best man etc).



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9. There is a compulsory minimum of *one marriage preparation* class with *both* partners present and the pastor. (Approx 2 hours).

Are you prepared to commit to this class should your application be approved?

10. The Pastoral honorarium is **R1500** (non-members), **R1000** (official church members)
11. The Deo Gloria Family Church Sanctuary is available for hire at a rate of **R900 per hour**, for the ceremony only. (We do not unfortunately cater for wedding receptions.)

Do you agree with & to the conditions of payment in the above question (10)?

12. The couple will not need to become members of the church, to be married by the pastor, but it is required of the couple to attend at least one Sunday morning service *at the church*, as a pre-requisite to being married. The visits to the church should be completed by the second counselling, (or if there is only one counselling, before the wedding date.)

Do you agree to commit to these requirements should your application be approved?

Yes/No:

## 12. Surname Changes for Marriage Act & Civil Union Act

For surname changes you have the following options:

1. Keep your original surnames as they are (current legal status, or a previous legal surname)
2. Change to either party's surname
3. Use both surnames to create a double-barrel surname
4. Use any previous legal surname along with your spouse's surname.

Please note that changing your surnames when you get married legally, means that through your marriage documents your surnames will be changed on the *population register* but **not on your ID** books.

The next process is a separate one, and is handled by Home Affairs and *not* the presiding Pastor or church that has married you.

This means that if you change your surnames, once you are legally married, you will need to:

1. Take your ID books along with your marriage certificate to the nearest Home Affairs office and request your ID documents are changed to the surnames which will then appear on their system from the marriage.
2. They will need to send documents away and this might take some time for them to re-issue new ID documents.

Email: [info@deogloria.org](mailto:info@deogloria.org)

Web: [www.deogloria.org](http://www.deogloria.org)

Apostle Deborah Bell - Marriage Licence Number BD 21670 (Marriage Act 1961) - CU/08 (Civil Union Act 2006)



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### A&C Contract

- a) Do you have any A & C agreement? -If so, this must be presented in the form of a stamped letter from your notary (attorney) and presented by the 1<sup>st</sup> counseling/marriage preparation meeting with the pastor.
- b) If not, you will automatically be married legally in *community of property*. This is a default clause in the Marriage Act and the Civil Union Act by law if no A & C contract is produced.

### Please Read the following Conditions carefully:

- The ceremony is usually 30-40minutes max. Which allows for the time that the guests to be seated etc. Please ensure your MOC or wedding planner has everyone seated at least 5 minutes before the service) If the time runs over the designated period by more than 15 minutes due to the couple being late with no unforeseen realistic reasons, unfortunately, we will need to add a pro-rata fee.
- Pricing is subject to change without notice and payment fee will be determined by pricing ruling at date of payment. Pricing includes the time taken for the proposed wedding arrangements, correspondence; travel time and travel cost. Counselling, preparation of the ceremony/solemnizing and also includes taking the legal registers to Home Affairs- Thereafter it will be the responsibility of Home affairs to register you as couple.
- All payments should be paid before or by the first counselling (meeting), with surname as a reference, or by a special arrangement (if agreed to by the pastor), made prior to the ceremony. Proof of payment must accompany your documentation, when meeting with the Pastor, in order for us to proceed further.

### Invitations

- The wedding and/or date is *not* considered confirmed unless confirmed by the Pastor in writing as such. Response to this application, only applies to confirming the availability of the pastor & agreement of dates for the proposed wedding date, but agreement to perform the actual ceremony, is still subject to the pastor's final approval on the pre-marital counselling session/marriage preparation class or via email, stating the confirmation of such.
- Invitations may be given out prior to this at the couple's own risk if it is prior to the counselling and our pastorate cannot be held responsible for this should your application not be accepted after the counselling. Nor can this be used to pressurize the pastor into performing the wedding.



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### If presiding Pastor is unable to attend

- Should there be any unforeseen circumstances, or the pastor be taken ill on the agreed wedding date; please note that the presiding pastor nor the church, can be held responsible on the agreed marriage date proposed.
- However, the parties will be refunded, if such an incident occurs. We will in this case, do everything possible to help the couple source another pastor, but unfortunately, we cannot guarantee this.

### Refund Policy (Please read this carefully)

- In the event of a Pastor being unable to perform the ceremony for any reason, or the pastor has reason to withdraw from the proposed ceremony, a full refund will be issued to the couple within 1 week of cancellation if payment has already been made to the Pastor/church.
- However, should the couple cancel the ceremony after confirmation has been made, at any point in the process, a cancellation fee of R200 will apply and will be taken off the amount paid, or will be charged for.

We suggest that you use the Home Affairs SMS service to check your marital status online prior to your marriage. **SMS to the number: 32551. SMS "M" leave a space and insert your ID number.** You will receive a response from the Home Affairs office within minutes, confirming your marital status as, single, married, or divorced, whichever is applicable.

(You can also go to the **Home Affairs website** under "marital status" to see if they have entered your marriage on their population register once your marriage has been solemnized by the pastor. (They change their website often, so you might have to search under "ID docs" or somewhere else if they change it again)).

Their website address: <http://www.home-affairs.gov.za> (Give Home affairs about 3-4 weeks to enter your new status. Also note that they are constantly changing their website which can be difficult to navigate)

**This Marriage Application form must be handed in or emailed to: [info@deogloria.org](mailto:info@deogloria.org) in order for us to respond. It is an official document.** Unfortunately, no appointments/premarital counselling, or marriage dates will be considered confirmed without receipt of this marriage application form. This form is essential for us to start the process. Please fill it in and return it to us soonest via email.

**Please sign & return this form to: "The Pastor" at email address: [info@deogloria.org](mailto:info@deogloria.org) for processing.**



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**Do you both agree to above terms stated in this document?** (If sending it electronically print names on the document, your reply email with your Marriage Application form, will serve as your confirmation and acceptance of our terms and conditions of the application as well.)

**Partner A Yes...../No.....**

**Partner B Yes...../No.....**

**Names of agreed (both parties)**

**Partner A** \_\_\_\_\_ (signature)      Name in full \_\_\_\_\_

**Partner B** \_\_\_\_\_ (signature)      Name in full \_\_\_\_\_

We will be in touch within seven working days of your return email wherever possible.

Kind Regards

Apostle Deborah Bell  
Lead Pastor  
Deo Gloria Family Church