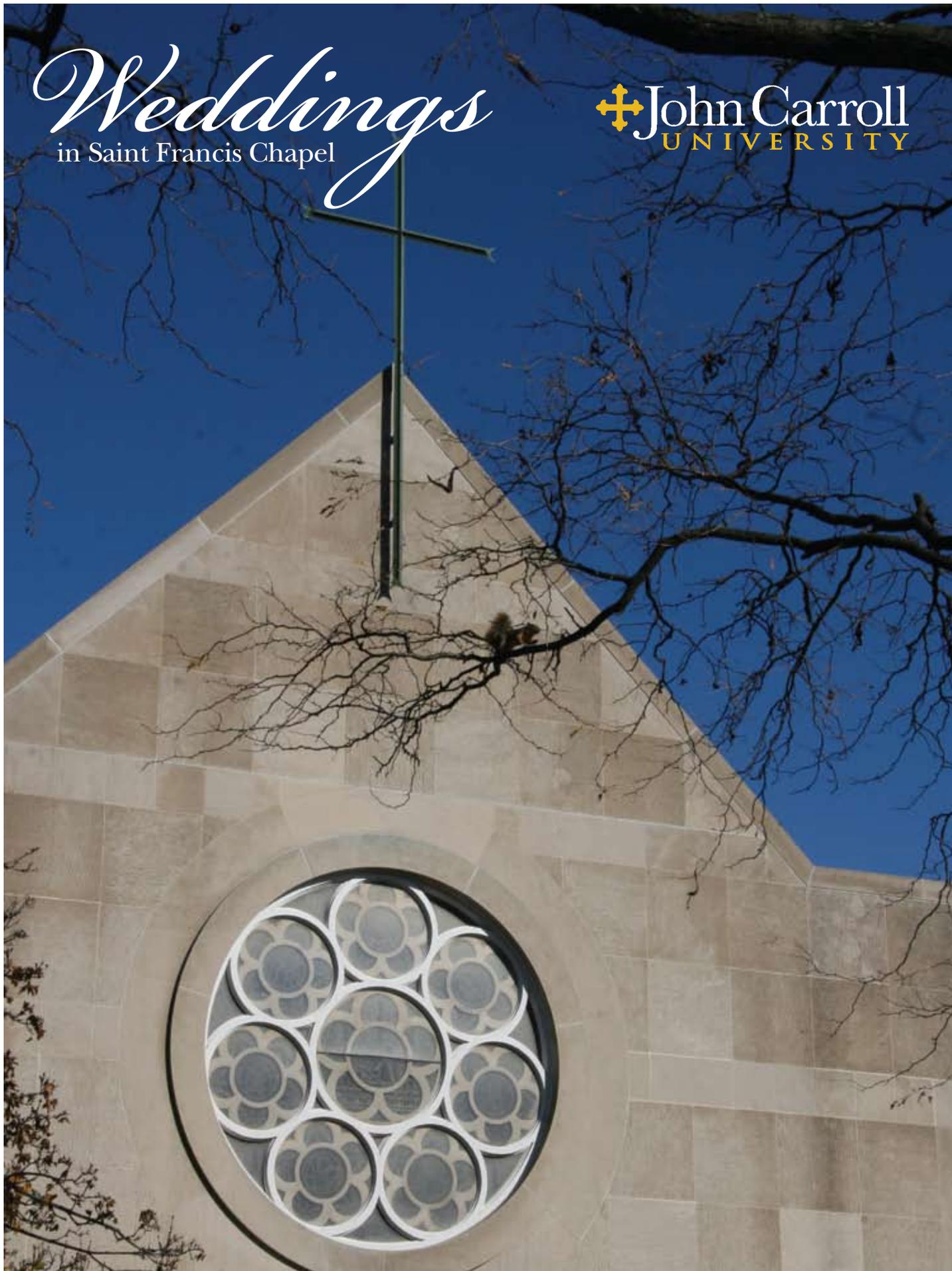


Weddings
in Saint Francis Chapel

 John Carroll
UNIVERSITY



Scheduling your Wedding

Saint Francis Chapel is a Roman Catholic chapel at John Carroll University. As a service to the University community and in accordance with diocesan policies, you may celebrate your wedding in the Saint Francis Chapel at John Carroll University only if you are:

- Currently a John Carroll student
- An alumna/alumnus
- Currently a member of the faculty or staff at John Carroll
- A child of a faculty or staff member

Weddings held in our chapel must be in accord with Church regulations. In exceptional situations where neither the bride nor the groom is Catholic, permission to use the chapel for a wedding will be decided by the director of Campus Ministry. The chapel is not available for non-religious wedding ceremonies.



Note: *No weddings are scheduled on Sundays, major holidays, particularly on Christmas or Easter, or during Holy Week. We are also unable to schedule marriage ceremonies during certain vacation periods.*

You must schedule your wedding in the Saint Francis Chapel with the Office of Campus Ministry. We recommend that this be done at least a year in advance. Weddings are scheduled in the Chapel on Saturdays around Liturgical celebrations and other University events. Because of University needs, some weekend dates are unavailable for weddings. We schedule two weddings per Saturday in the chapel. The timing for weddings in the Saint Francis Chapel is as follows:

Saturdays:

Morning weddings will begin at 11 a.m. and end no later than 1 p.m.

The chapel is available for set-up at 9 a.m.

Afternoon weddings will begin at 3 p.m. and end no later than 5 p.m.

The chapel is available for set-up at 1 p.m.

**Please be considerate about beginning and ending your wedding ceremony on time.*

Chapel Offering

The fee to use Saint Francis Chapel is \$550. In addition, a deposit of \$150 is required (total of \$700). This deposit will be refunded in full within one week after the wedding, providing all rules were observed and no damage to the property ensued. **The chapel is not officially reserved until the offering (\$550), deposit (\$150), and completed and signed reservation form have all been received.** (The fees for use of the chapel are separate from any offering for the presider or musician, which should be given directly to them.) The fee does include compensation for a campus ministry staff member to be available to you on your rehearsal and wedding dates.



Planning the Ceremony

After you have completed the chapel reservation process, you must schedule a meeting with the director of Campus Ministry. At this meeting, you will receive a booklet entitled *Together for Life*, which will help you prepare for your marriage. Many couples have found this publication helpful, not only for planning the wedding liturgy, but also for preparing for marriage itself. Please spend some time reviewing its contents and choosing the various prayers, readings, and blessings that best reflect your understanding of this important event in your lives. Complete the pull-out form at the end and discuss it with the priest or deacon officiating at your wedding so that he might prepare for the ceremony accordingly.



The John Carroll Department of Campus Ministry will assist in preparing the chapel on the day of the rehearsal and the wedding at the scheduled times. Normal items used for the wedding liturgy are provided by the chapel, but items such as a unity candle, floral decorations and aisle runners are not provided. You must arrange for these items. For your information: the main aisle is 50 feet in length, the chapel seats 290 people, including 30 seats in the Lady Chapel that can be turned to face the main altar.

Chapel Rules

The use of any type of alcoholic beverages before or during the rehearsal or the ceremony is inappropriate and is not permitted.

For safety reasons, we cannot allow rice, confetti, bird seed, flower petals, potpourri, pennies, balloons etc. to be thrown inside or outside of the chapel. Bubbles or bells are permitted outside of the chapel.

Weddings are expected to begin at their scheduled times. Two weddings may be scheduled for the same day and each wedding is allotted four hours for completion (two hours before the wedding, one hour for the wedding and one hour after the wedding). If your wedding is scheduled for 3 p.m., the chapel should be clear and ready for your use at 1 p.m. The bride must be in place and ready to process down the aisle at 3 p.m. The wedding must be completed, including all photography and guests being outside the church by 5 p.m.

Any departure from any of the above policies will result in forfeiture of the deposit.

Photography

Professional photographers should be as inconspicuous as possible throughout the ceremony. Video-taping that requires additional lighting or wiring is not permitted. In most cases, the ordinary light in the Saint Francis Chapel should suffice. Photographers using extra lighting will be asked to remove the equipment. Photographers are not allowed in the sanctuary.

No photographers, professional or amateur, will be permitted to interrupt or delay any part of the ceremony, nor will they be allowed to delay preparations for a subsequent ceremony.



Planning the Ceremony (continued)

Music and Musicians

We will be glad to help you plan your wedding liturgy. It's important to us that the readings and music are appropriate for the sacrament of marriage and commensurate with Catholic liturgical guidelines. All music and texts should be drawn from scripture or have religious themes. Our Department of Liturgical Music and Musical Arts may be contacted to help plan and/or play the music for your ceremony. The stipend for these services is separate from the chapel fee



and deposit and should be paid in advance. If you bring in your own musicians, please have them contact us in order to ensure proper usage of University instruments and sound equipment. For more information, please contact the director of Liturgical Music and Musical Arts at 216- 397-4721.

Floral Arrangements and Liturgical Environment

A simple arrangement of flowers suits the chapel best. It is easy to over-decorate. Please ask your florist to be careful not to allow water on the teak floor. We do not permit nails, thumb tacks or tape

to be used on the wood surfaces or on the chairs. If you choose, flowers may be left at the icon of Our Lady in the back of the main chapel. Also, since the chapel is primarily used for Sunday worship for the JCU community, there may be times when the chapel is decorated with banners or other materials. These materials may not be disturbed in any way.

Bride's Room and Opening Processional

A suitable room (in the D.J. Lombardo Student Center) will be made available as the "Bride's Room" which will be open two hours before the ceremony and one hour after. A staff member will open this door for you and direct you to its location. (Please leave the room in the same condition as it was found upon your arrival.) We do not have a room for the groom/groomsmen. For the opening processional, it will be necessary to go outside of the building to get to the back of the chapel. If the weather is inclement, the bride and bridal party may use umbrellas or may enter through the atrium, go in procession down the side aisle to the back of the chapel and then back up the main aisle. If you will be using a runner, the main aisle, from altar step to the back wall is about 50 feet.



Parking

Parking may only be available at a distance from the chapel. Please make the necessary arrangements for anyone who may have difficulty walking.

Rehearsal

All rehearsals must take place on the Friday evening prior to your wedding date. They must begin no earlier than 5 p.m. and end no later than 8 p.m. Rehearsals are expected to begin on time and not to exceed one hour in duration. A staff member will be available to assist you.

Couples should come prepared and on time for the wedding rehearsal, bringing along the readers, gift-bearers, ushers, and anyone else involved in the marriage ceremony as well as the marriage license (see note below). You may bring the programs, unity candle or other items for the ceremony as well and we will lock them in the sacristy overnight.

Civil Marriage License

Your marriage license should be obtained in the County of Ohio in which you reside, or if you do not reside in Ohio, in Cuyahoga County. Be advised that a marriage license is only valid for 60 days, so be sure to obtain one about a month before your wedding. For full information about Cuyahoga County civil marriage license and other requirements call 216-443-8920.

Room Rental and Catering

If you want to use other rooms at John Carroll University for a reception or dinner, you should contact our facilities office at 216-397-4316. Our contract with food services requires that they cater any function on campus. Our director of facilities scheduling can help facilitate the process of contacting food services.

Pictures may be taken in other locations around campus, or in the Muldoon Atrium of the Dolan Center for Science and Technology with the proper authorization. Please call 216-397-4316 for more information.



Marriage Preparation

All Roman Catholics being married in the John Carroll University chapel are required to follow the regulations of the Diocese of Cleveland regarding marriage. Like the other sacraments of the church, marriage requires special preparation. Since Saint Francis Chapel is not a parish, your own pastor, or the priest or deacon officiating at your marriage, must assist you in making the appropriate preparations for your marriage. The following is required:

- You must schedule your wedding and begin your marriage preparation at least six months (preferably one year) in advance of the proposed date.
- You must meet with the Director of Campus Ministry to review the process for getting married in Saint Francis Chapel.
- You must arrange for a priest or deacon to preside at your wedding (JCU does not recommend or supply priests).
- Contact the parish of the bride (or the parish of the groom if the bride is not Roman Catholic) and obtain permission for the wedding to take place at John Carroll University by having the pastor complete a “Permission to Marry” form or letter.
- Complete all documents required for a Roman Catholic marriage. This is to be done with the assistance of the pastor, priest or deacon who will officiate at your wedding. These documents must be submitted to the Department of Campus Ministry at least two months before the scheduled date of your wedding.
- Complete a marriage preparation program, e.g., Pre-Cana, Engaged Encounter, etc. You must obtain a certificate of participation and give this to the officiant who is preparing you and compiling your marriage documents.
- Complete an evaluation for marriage instrument that is approved in the diocese in which you reside. The Diocese of Cleveland uses PREPARE/ENRICH. Your parish may use a different form, but it must be approved by the diocese in which you reside.
- The officiant preparing you for marriage must complete a “Marriage Information” form, or other similar form, approved by the diocese in which you reside, which must be included in the marriage preparation file that is sent to the Department of Campus Ministry two months prior to the wedding.

Note: There may be situations when the officiant preparing you may have to seek a dispensation from the Diocese of Cleveland or the diocese in which the Catholic party resides. This could occur, for instance, if one party has never been baptized in any Christian faith tradition. This process will take additional time. The officiant preparing you for your wedding will inform you of any need for dispensations.



Documents

The Diocese of Cleveland requires a number of documents in order to have a Roman Catholic wedding at Saint Francis Chapel. You are responsible for obtaining the documents listed below. Each, with the exception of the civil marriage license, must be completed and returned to the one who is preparing your marriage preparation file. This file and all documents must be sent to the Department of Campus Ministry at least two months before the scheduled date of the ceremony. (Even if the priest or deacon who is to officiate at your wedding is the one who helps you prepare and assemble these documents, he should still send them to our office at least two months prior to the wedding, as we must ensure that the marriage may be performed. The only exception to this requirement is if you are being married by a priest from Gesu Church.)

- An updated Baptismal Certificate for both the bride and groom. This certificate must be secured not more than six months prior to the wedding and can be obtained by calling or writing the parish of your baptism. It must be stamped with the seal of the parish and dated within six months of the wedding. If you are a baptized non-catholic and an original or updated certificate can be obtained, please do so.
- Catholics must obtain First Communion and Confirmation data from the parish where these sacraments took place, unless the Baptism Certificate has this information noted on the back.
- If there has been a previous marriage, a death certificate or a “Declaration of Nullity” must be obtained.
- If either of you is under 18 years of age, you must have signed permission from a parent and/or legal guardian.
- A letter from the bride’s pastor (or if the bride is not Roman Catholic, from the groom’s pastor) giving permission for the wedding to take place at JCU.
- A civil marriage license, which should be brought to the rehearsal. The marriage license must be obtained from the State of Ohio within 60 days prior to the marriage.
- A completed “Marriage Information” form from the one completing the preparation (or similar approved form from the diocese where the couple resides).
- A certificate stating that you both have attended a marriage preparation program such as Pre-Cana. You may find approved marriage preparation programs through your parish, or your officiant, or through accessing your diocesan web site. The web site for marriage preparation programs for the Diocese of Cleveland is <http://www.clevelandcatholiccharities.org/mfm/marrprep.htm> or you may call 216-334-2978.



Marriage Preparation (continued)

Information for the priest or deacon who will marry you:

Gesu Church is our parish of record and all documents will be sent to Gesu for proper sacramental recording. The address for Gesu is:

2470 Miramar Blvd.
University Heights, OH 44118
Telephone: 216-932-0617 (FAX 216-932-0731)

The priest or deacon who will officiate at your wedding must obtain a delegation from the pastor of Gesu Church to perform this wedding. We will contact your priest or deacon to inform him of this requirement.

In addition, a priest from outside the Diocese of Cleveland must obtain permission from the Chancery Office for the Diocese of Cleveland to perform a wedding in this diocese. The phone number for the chancery is 216-696-6525, ext. 2080.

If your priest or deacon is from outside the State of Ohio, he will also have to obtain a license from the Secretary of the State of Ohio to perform a marriage in Ohio. The information about this process is available for the State of Ohio at 614-466-2585.

Final Checklist:

- Book wedding date with Campus Ministry at John Carroll University by calling 216-397-4717.
- Mail in \$550 fee and \$150 deposit to confirm date along with the completed and signed chapel reservation form.
- Schedule a meeting with the director of Campus Ministry by calling 216-397-4701.
- Obtain all documents and send to the officiant, who is responsible for sending the entire marriage preparation file to the Campus Ministry no later than two months before the wedding.
- Complete the PREPARE/ENRICH marriage preparation instrument and subsequent sessions.
- Attend a Pre-Cana or other marriage preparation program.
- Obtain a marriage license in the State of Ohio within 60 days of your wedding date.

If you have any further questions, please contact Campus Ministry at 216 397-4717 or e-mail cministry@jcu.edu (FAX 216-397-4929).



Saint Francis Chapel

WEDDING CEREMONY RESERVATION FORM

Date of Marriage: (Sat.) _____

Time of Marriage: 11 a.m. 3 p.m.

Date of Rehearsal: (Fri.) _____

Time of Rehearsal: _____

Contact Information:

Bride _____

Groom _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Work/Cell Phone _____

Work/Cell Phone _____

E-mail _____

E-mail _____

Religious Affiliation _____

Religious Affiliation _____

Baptized: Yes No

Baptized: Yes No

Parish _____

Parish _____

Relationship of Bride to JCU _____

Relationship of Groom to JCU _____

if alumna, give year(s) of graduation

if alumnus, give year(s) of graduation

Prior Marriage: Yes No

Prior Marriage: Yes No

Presider _____

Preparer _____

Address _____

Address _____

Home Phone _____

Home Phone _____

E-mail _____

E-mail _____

Musician _____

Phone _____

I/we have read and agree to all guidelines, rules, and regulations regarding the use of Saint Francis Chapel. I/we agree that in the event of war or natural disaster (including but not limited to flood, earthquake, flu pandemic) and the resulting closing of the University, John Carroll University will have no liability for costs incurred in the event of the necessary cancellation of the wedding.

Bride _____

Date: _____

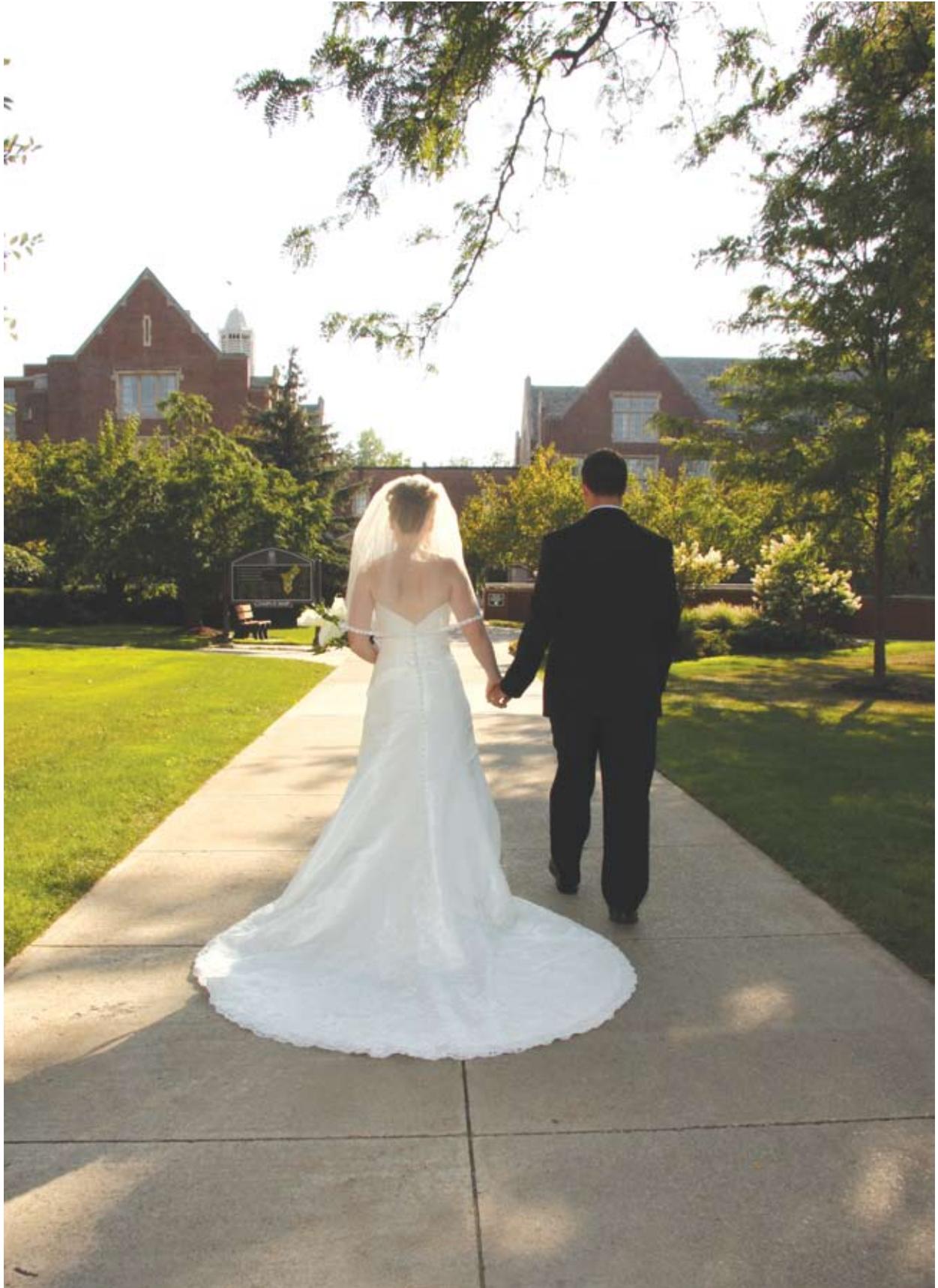
Groom _____

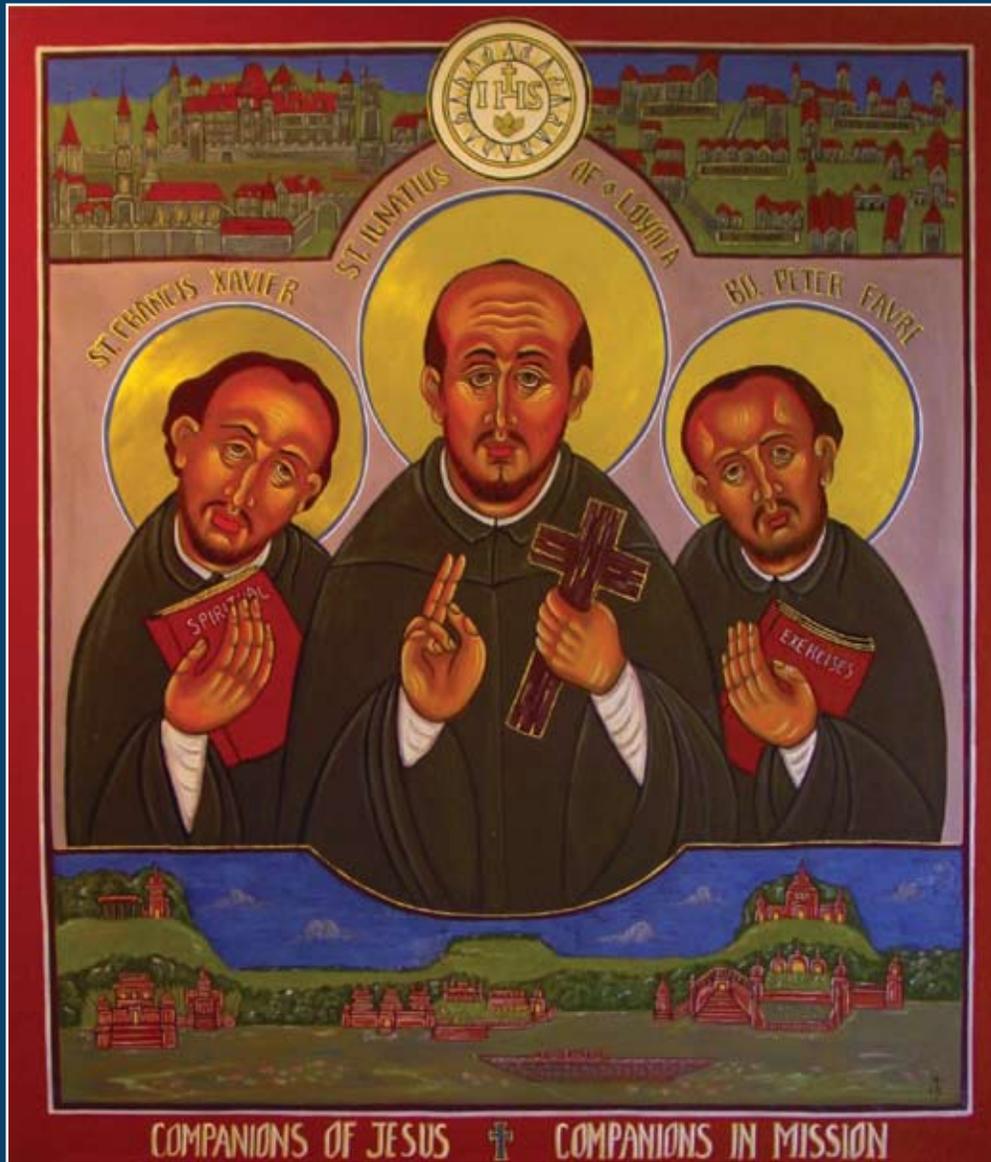
Date: _____

Director of Campus Ministry _____

Date: _____

In order to finalize the chapel reservation, this form must be completed in its entirety and returned with payment.





 **John Carroll**
UNIVERSITY

Campus Ministry
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University Heights, OH 44118

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