

I – General Information

Notre Dame Chapel is available for weddings of current Trinity students, faculty, and staff and their children, as well as Trinity alumni. Catholic alumni must obtain special permission from the Archdiocese of Washington.

Weddings are scheduled only on Saturdays at 10:00 a.m., 1:00 p.m., 4:00 p.m. and 7:00 p.m. These times indicate the time the chapel will be available to the couple. **Each couple is allotted three hours.** This timeframe includes set up, decorations, the ceremony, and pictures. Please allow at least one hour for the ceremony in your planning. If, for example, the chapel is scheduled for 4pm, the couple may start to set up at 4:00 p.m. and must vacate the chapel no later than 7:00 p.m.; this includes florists and photographers.

No weddings will be scheduled on Holy Saturday, Graduation weekend, Reunion weekend (June), or Move-in Day (August). The office of Campus Ministry reserves the right to remove other Saturdays from the schedule as circumstances require.

A wedding rehearsal is *essential* and should include the bridal party as well as the presider, who will conduct the rehearsal. One hour is reserved for each couple. Rehearsals are usually held on Friday afternoons at 2:00 p.m., 3:00p.m., 4:00 p.m., 5:00 p.m. and 6:00p.m..

Campus Ministry reserves the right to adjust scheduled times in accordance with the needs of the University community. Late arrivals simply shorten time in the chapel.

***PROMPTNESS IS VERY IMPORTANT
FOR THE REHEARSAL AND WEDDING CEREMONY
OUT OF CONSIDERATION FOR OTHER SERVICES TAKING PLACE IN THE
CHAPEL AND FOR STAFFING CONCERNS.
YOUR COOPERATION IS GREATLY APRECIATED.***

Please note that the chapel has limitations in terms of size, space, and facilities. Read Section III as you develop your wedding plans. Campus Ministry does *not* provide presiding priests, deacons or altar servers; the couple must arrange for these themselves (visiting clergy are welcome to officiate [Section II.C.]). All Roman Catholic weddings are registered at St. Martin's Church, which maintains the marriage records.

II - Requirements

A. Pastoral Meetings/Marriage Preparation

Preparation for one's wedding involves a series of pastoral meetings with the presiding priest, deacon or clergy member and a meeting with Director of Campus Ministry to review all the required documentation and the ceremony itself. It is wise to arrange these meetings well in advance of the wedding date.

For Catholic weddings, the Archdiocese of Washington requires all couples planning to be married to participate in a *PRE-CANA* Marriage Preparation Program at a local parish, an *Engaged Encounter* Weekend or some other authorized program. Further information may be obtained from

the Archdiocesan Office of Family Life Ministry (Margaret Pollard) at 301-853-4561. **PLEASE NOTE:** Campus Ministry Office provides limited information on these programs; we neither sponsor nor host them.

Information on *Engaged Encounter* may be obtained by calling directly:

Archdiocese of Washington: 1-800-820-2701

Diocese of Arlington: 703-909-2337

Arrangements for weddings should be made at least six months in advance and must comply with all Archdiocesan regulations for weddings. Only after a *The Couple's Agreement Form and Reservation Form* has been submitted, along with a deposit, will the wedding be placed on the chapel calendars. Requests for change in the time/date of the wedding must be made in writing as early as possible and will depend upon the availability of the new time/date.

B. Documents Needed for Roman Catholic Weddings

1. An *official record of Baptism with notations*, recently issued, is required for both the bride and groom. This document is obtained from the church of baptism by contacting the parish office. To facilitate the retrieval of this information, include the parents' names of the baptized and the approximate date of the baptism. A baptismal record is also needed for a baptized non-Roman Catholic. Please examine the baptismal certificate to verify that the full address, including the zip code, is included. If the zip code is missing, write it on the certificate.

2. If the bride and or groom is Roman Catholic, she/he must consult with the pastor of her/his registered parish about the desire to be married at Trinity University. The pastor will then provide her/him with a *letter granting permission* for the wedding to take place here.

3. Four *Witness Testimonial* letters, two for the prospective bride and two for the groom, are required. These letters attest to the fact that each one is "free to marry" (neither is currently married). Usually a parent, sibling, or close friend of long-standing can provide this written statement. A parish priest or a notary public must notarize these statements.

4. A diocesan *PRE-NUPTIAL QUESTIONNAIRE* must be filled out in the presence of the officiating priest, deacon, or a person delegated to gather the wedding documents. This document is intended to establish the couple's freedom and readiness to enter into a sacramental marriage.

5. An *official certificate/letter* is required from an approved Marriage Preparation Program--such as PRE-CANA, Engaged Encounter, or Sponsor Couple--stating that the couple has successfully completed all its requirements.

6. The *Archdiocese of Washington must also grant permission for the wedding* to take place in Notre Dame Chapel at Trinity University. Permission can be sought by writing to Reverend Msgr. Bernard C. Gerhardt, Office of the Chancellor, Archdiocese of Washington, 5001 Eastern Avenue, NE, PO Box 29260, Washington, DC 20017. In the letter, please include your names, addresses, phone numbers, religious affiliations, Trinity University affiliation, wedding date, and an explanation of your desire to marry at Trinity University. If you are an alum, please indicate that you are seeking "special" permission to marry on campus given that Notre Dame Chapel is reserved exclusively for student and staff weddings and that the proper place for your wedding is your parish.

7. Your officiating priest or deacon will handle any required *dispensation*. A dispensation is required when a Catholic marries a non-Catholic. Also, if either party has a prior marriage, an original decree of annulment, lack of form, or ligamen must be provided.

C. Presider Information

1. A wedding on campus requires a *civil marriage license* issued by the District of Columbia; it can be obtained from:

Marriage Bureau/Superior Court of D.C.
500 Indiana Avenue, N.W., Room 4485
Washington, D.C. 20001-2131
(202) 879-4840
Additional questions only (9 AM - 4 PM): (202) 879-4843

Please note for Catholic weddings that the presider who officiates at the wedding should leave behind the bottom two portions of the civil license, which the Campus Ministry Office will send to the Marriage Bureau and the St. Martin's Parish Office for its marriage records.

2. *Visiting clergy* are welcome to officiate at campus weddings; however, the law in the District of Columbia requires civil authorization (a civil license) for the officiating witness (priest, deacon or clergy). Since this may take some time to obtain, arrangements should always be made well in advance. The earlier the procedure is begun, the better.

***The presider may call Msgr. Gerhardt at the Archdiocese of Washington.

3. The *officiating clergy's name, mailing address, telephone number, and email address* is to be recorded on the *Chapel Reservation* form. To greet the priest or deacon, orient him to the chapel, and to assist him in setting up for the ceremony, the sacristan will be available at the rehearsal and the sacristan will be available at the wedding. [Sacristan's telephone number is (202) 884-9654]

4. A *Blood Test* is required by law. One may use labs outside the District provided that one submits the results to D.C. Public Health Service for transferal to District of Columbia forms.

Contact information for the transferal process is:
D.C. Public Health Service
300 Indiana Avenue, N.W. Room 6154
Washington, D.C. 20001
202-727-8956

The required blood test results, the name of the officiating priest, and \$45.00 *in cash* are necessary to apply for the license. Allow 5 working days between application and issuing of the license.

III – Other Useful Information

A. Chapel Fee and Donations

The nonrefundable fee for the use of the chapels for a wedding is \$600 (*\$400 for alums – graduated within 5 years*). Checks should be made payable to *Office of Campus Ministry, Trinity University*. Deposit of \$100 is due when the *Reservation* is submitted. Your wedding date is put on

the chapel calendar on a conditional basis, pending the fulfillment of the requirements listed in Section II. Requests for changes in the date or time of the wedding depend on availability and must be made in writing as soon as possible. The nonrefundable fee may be transferred to another date if the marriage needs to be postponed. The balance is due one month prior to the wedding.

Please note that it is customary and appropriate to offer a suitable honorarium to the priest or deacon who officiates at your wedding; this honorarium is separate from the required fees set for the chapel use.

B. Parking

Only the bridal party limousine or its equivalent may park on the road immediately in front of the chapel.

Guests may park on campus in Lot 4 which can be reached from Michigan Avenue or Lot 6 which can be reached from Franklin Street. Parking on the streets near campus is another possibility, though it is often hard to find. Supplying guests with a map of the campus and chapel can be helpful to them. Such maps are available at http://www.trinitydc.edu/current/safety/park_map.htm

C. Music

1. Music is a vital part of the worship experience. Weddings are to include an organist and a cantor (i.e. leader of song). It is the couple's responsibility to make these arrangements. Please note that it is customary and appropriate to offer suitable honorarium to the music minister; this fee is separate from the required fees for the chapel use.

D. Flowers and Decoration

When the chapel is reserved for a wedding, it is understood that you are accepting the chapel *as it is* -- any minor adjustments to the church furnishings must be returned to the original order. Chapel decorations during special liturgical functions or seasons should not be disturbed.

Each couple is responsible for their own floral arrangements. Trinity University does not prefer or recommend any particular florist. Flowers may be arranged in the chapel within the three hour time block. The couple may either take the flowers with them or leave them for the community. When there are other weddings on the same day, couples may coordinate flower arrangements and share the cost with the other wedding parties. Contact Campus Ministry for contact information of those couples marrying on the same day. If you request the florist to decorate the pews with bows, **please know that tape of any kind or thumbtacks are not permitted to be used.** Bows may only be secured with rubber bands or pew clips. **Please move any boxes or bags to be discarded to the Sacristy before the service begins. Throwing rice, birdseed, confetti, flower petals, or anything else is a safety hazard and therefore not permitted inside the chapel or in the areas around the chapel.**

A white aisle runner has been used in the past to keep the bottom of the bridal gown clean while walking down the church aisle. Aisle runners are permitted. Campus Ministry does not provide the runner.

E. Altar Server

Altar servers can be a helpful asset to the worship experience. It is the couple's responsibility to find servers for their ceremony. Campus Ministry does not provide servers for the ceremony. It may be helpful to contact the presider for possible suggestions.

F. Photography

The couple should make their own arrangements with a *professional* photographer or video technician, who will then co-ordinate the details with the presiding priest. *Couples should alert photographers to the time limitations specified in Section I.* The photographer/videographer should make every effort to ensure that s/he does not impede, obstruct or in any way distract or disrupt the Ceremony.

G. Information on the Chapel

The length of the center aisle in Notre Dame Chapel is 100 feet and its seating capacity is approximately 750, with 35 rows in the center section. In the front outside sections there are 11 rows near the pulpit and 8 rows near the piano. Both the chapel and the approaches to it are wheelchair accessible.

Please note that the chapel is not air conditioned. There are several large fans at the rear and numerous smaller fans in the side altars and sanctuary to help with the circulation of air. The windows can also be opened to further promote air flow.

Please note that there is NO large vestibule/waiting room/foyer available for the bridal party and any last-minute preparations must be done elsewhere. Also, there are NO public restrooms in the chapel building itself.

- * *Bride's Room/Groom's Room* are available in Main Hall for an additional fee of \$50.00 each.
- * *Rest Rooms* can be found on the first floor of Main Hall to the right of the foyer as you enter the building.

For wedding invitations, the address of the chapel is Trinity University, 125 Michigan Avenue NE, Washington, DC 20017.

H. Correspondence may be by email, mail, or telephone as follows:

Wedding Assistant
Trinity
125 Michigan Avenue NE
Washington, DC 20017

Email: mccrabb@trinitydc.edu
(202) 884-9654