

# Weddings at Le Moyne

## GENERAL INFORMATION

**Q: Who may get married at The Panasci Family Chapel at Le Moyne College?**

A: Your wedding may be celebrated in the Le Moyne College Chapel if you are:

- Currently a Le Moyne College student.
- Currently a member of the faculty or staff of Le Moyne College.
- An alumnus/alumna of Le Moyne College.
- A son or daughter of a current member of the faculty, staff, Board of Trustees or Board of Regents of Le Moyne College.

Usually, at least one person being married must be a Roman Catholic in order to be married in The Panasci Family Chapel. Both parties must meet all the marriage requirements of both Roman Catholic and civil law.

In some cases, the Director of Campus Ministry may approve a wedding between two non-Catholic alums, with a clergy person officiant, to take place in the Chapel. Any such weddings must respect the policies and values of the Catholic Church.

**Q: When are weddings scheduled at The Panasci Family Chapel?**

A: Weddings normally take place on Saturdays between 10am and 2:30pm. Weddings are scheduled two- and one-half hours apart to allow time for setup and photos. Weddings are also permitted to take place on Friday afternoons.

The activities of the College do not allow us to schedule weddings on weekdays (Monday – Thursday) and on certain weekends of large campus events (i.e. graduation weekend).

Weddings are not scheduled on major Holy days, particularly Christmas and Easter, or during Holy Week. Lenten weddings are discouraged.

**Q: How much time will we have for our wedding?**

A: Weddings are expected to start at the scheduled time. From the scheduled time of your ceremony, you will have three hours for the ceremony and photography. Please allow plenty of time to arrive at the Chapel.

**Q: What about a wedding rehearsal?**

A: A rehearsal (often held on a Thursday or Friday evening) may be scheduled after the second interview is complete (see *Planning Your Wedding Ceremony*). The priest or deacon performing the ceremony is expected to be present to direct the rehearsal. Rehearsals are scheduled for an hour. A Campus Ministry sacristan will be present to open the Chapel and assist with your needs.

**Q: What is the fee for having a wedding in The Panasci Family Chapel?**

A: The Chapel Use Fee for a wedding is \$500.00. In addition, you are responsible for any monetary stipends for other persons, including the priest and musicians.

There is an additional charge of \$50.00 for a wedding which takes place on a holiday weekend which includes Labor Day, Memorial Day, Independence Day, and Thanksgiving.

**Q: Is there any other information about weddings at The Panasci Family Chapel that we should be aware of?**

A: Yes. The Panasci Family Chapel is a sacred space and a place of worship. Please keep the following information in mind when planning your special day.

*CHAPEL FURNISHINGS:* The furnishings within the Chapel may not be removed or rearranged for any reason.

*DECORATIONS:* Any decorations used in the Chapel may not be pinned or taped to the chairs, walls or other furniture. All items used for decorating must be removed after the conclusion of the ceremony.

*MARRIAGE CERTIFICATES:* The marriage will be recorded at Holy Cross Parish, Dewitt, NY in accordance with Catholic Law. After your ceremony, a copy of a marriage certificate will be sent to you by mail. If you should need more copies in the future, please call Holy Cross Church (315) 446-0473.

*FLORAL ARRANGEMENTS:* Ask the florist to place your name on each item to avoid confusion since other floral deliveries might be arriving that day. **Floral arrangements which include candles are not permitted.** If pedestals/stands for flowers are desired, they must be supplied by you or your florist. Flowers are not allowed on the altar.

*CANDLES:* If you are having a unity candle ceremony (optional) as part of your wedding, you should bring the candle and two smaller candles to the rehearsal; please take them with you after the wedding. **No other candles, candelabra, torches, and the like are to be brought into or used anywhere in the Chapel.** You may opt to make use of our unity candle set which uses liquid wax.

*AISLE RUNNERS:* For the safety of all our guests, aisle runners may not be used in the Chapel or anywhere else in the building.

*PHOTOGRAPHY:* The photographer should be as inconspicuous as possible throughout the ceremony. Check with your priest or deacon concerning photography. Photographers at work will not be allowed to delay the preparations for a scheduled event which follows your wedding. If your wedding finishes in a timely manner, you should have time to take photos after mass either in the Chapel or on the campus grounds.

*MUSIC:* The appropriate music will enhance your service wonderfully. It is your responsibility to arrange for whatever liturgically appropriate music you would like for your wedding. The Chapel

is equipped with a piano and an electric organ and various microphones. Thomas Andino, Director of Music for Campus Ministry, may be available to assist in selecting and/or performing music for your wedding. He can be reached at 315-445-4547 if you are interested in arranging for his services. Music and musical texts should be appropriate for a church ceremony and support the sacred, religious nature of the ceremony.

*NO RICE, CONFETTI, BIRDSEED, FLOWER PETALS, BALLOONS, ETC.:* Please notify your guests that rice, confetti, birdseed, flower petals, etc. are not to be thrown either inside or outside the Chapel or anywhere on the grounds of Le Moyne College. The release of balloons is also not permitted. The use of bubbles is permissible, however.

*ALCOHOLIC BEVERAGES:* Are not permitted in the Chapel or anywhere on the property.

*BATHROOM FACILITIES:* Facilities are located off the hallway in Chapel.

*WHEELCHAIR ACCESS:* The Chapel is wheelchair assessible using the front entrance of the building.

*PARKING:* Wedding guests will have access to Parking Lot P for both the rehearsal and wedding.

*PROMPTNESS:* Please be prompt for your rehearsal as well as for your wedding. This will minimize congestion in the Chapel and the parking lots. Urge your wedding party to be on time for your rehearsal and your wedding.

*RECEPTION FACILITIES ON CAMPUS:* Especially in the summer, it may be possible to have a reception in the Student Center at Le Moyne. For information contact the Office of Event Management at 315 445-4393 or [eventmgmt@lemoyne.edu](mailto:eventmgmt@lemoyne.edu) .

## **PLANNING YOUR WEDDING CEREMONY**

**Q: How do we arrange a wedding at The Panasci Family Chapel?**

**A:** The process for scheduling and preparing for your wedding is outlined below.

### **I. Twelve to Eighteen Months Prior to Wedding Date**

- Call our Campus Ministry Office at (315) 445-4110 to schedule a tentative date for your wedding. Our office will send you a packet with important information. Please review all documents carefully.
- Sign and return the Wedding Policy Agreement form along with a \$250 deposit. Once these are received, your wedding date and time will be finalized.

## II. Six to Twelve Months Prior to Wedding Date

- Soon after scheduling the wedding, couples should contact our office to make arrange a meeting with one of our Campus Ministry priests for an initial interview. At this meeting, the Pre-marriage Investigation will be completed and all the various requirements will be reviewed and explained.
- After the initial interview the couple should work on obtaining the following:
  1. A Letter of Permission from the pastor of the bride (or the groom if the bride is not Catholic) granting permission for your Catholic wedding to take place in The Panasci Family Chapel.
  2. New copies of the both the bride and groom's Baptismal certificates **which must be signed and dated not more than six months before the wedding**. This new certificate must list all previous sacraments received (i.e. First Communion, Confirmation) in the notations. Baptism certificates may be obtained from the church where the baptism took place.

If either the bride or groom is not Catholic, they must provide a Letter of Freedom to Marry from a parent stating he/she has never been married.

3. A certificate verifying your attendance together at an approved marriage preparation program (i.e. Pre-Cana, Engaged Encounter, etc.). Campus Ministry will provide you with a list of diocesan programs that are available. You can also make arrangements through your local parish. You should make reservations for one of the programs as soon as possible, since they tend to fill up quickly. **This program should be completed at least two months prior to your wedding.**

## III. Two to Six Months Prior to Wedding Date

- The couple should call for a **second interview** with the Alumni Chaplain to complete the Pre-Marriage Investigation and to turn in the paperwork listed above. At this time, the couple should pay the \$250. After you complete the second interview, a Letter of Delegation will be sent to the priest or deacon who will be presiding at your ceremony.

**Q: What about planning the details of the wedding ceremony?**

A: When you come for your first interview, you will be given a copy a booklet called "Together for Life." This booklet outlines a Catholic wedding ceremony and serves as a guide for the decisions that must be made. The booklet contains possible scripture readings for your wedding. You will plan the details of the ceremony with the priest or deacon who will be presiding. Please be sure to provide copies of the readings to those who will be reading them. Readers should bring their own copies on the day of the ceremony.

**Q: When will a Catholic need an Ecclesiastical Dispensation?**

A: There are several instances where an Ecclesiastical Dispensation will be needed. *If necessary, these*

***situations will be discussed with the priest during your first interview.***

1. If one party is not Catholic, the Catholic party will need to obtain a dispensation from the Bishop's office.
2. If there was a previous marriage, a death certificate, a Declaration of Nullity, or Church annulment must be obtained.
3. If the clergy presiding at the marriage is not a Roman Catholic priest or deacon, you will need a dispensation from form.

**Q: Who can preside at our marriage ceremony?**

A: Normally, the presider at your marriage will be a Roman Catholic priest or deacon who is in good standing with the Church. We strongly recommend that you contact a priest or deacon as soon as possible to talk to him about your intended marriage and to invite him to preside at your wedding and conduct your rehearsal. Arranging for a priest or deacon is your responsibility. The Le Moyne College Alumni Chaplain is available. Please call the Campus Ministry office at 315-445-4110 to discuss this.

If either the bride or groom is not Catholic, it is possible to arrange to invite a non-Catholic clergy to participate in the ceremony in some way. Talk to your Catholic priest or deacon and to the non-Catholic clergy at your first interview, before you arrange for this. In some cases, the marriage can be presided over by a non-Catholic clergy if a "dispensation from" form is obtained from the Bishop.

**Q: Is a marriage license from the civil authorities required for the wedding ceremony?**

A: Yes. You must obtain a marriage license from New York State. Usually such a license is good for 60 days and cannot be used for 24 hours after being issued. For more information, call your Town Clerk or check their website for this information. ***Bring your wedding license to the rehearsal. If you fail to get a license and/or do not present it at the ceremony, by law, we cannot perform the wedding.***

**Q: Who do I contact if I have other questions or wish to schedule a date?**

A: Please call our office at 315-445-4110 or send us an email at [campusministry@lemoyne.edu](mailto:campusministry@lemoyne.edu). Office hours are Monday-Friday 8:30am-4:30pm.