



WEDDING INFORMATION

The people of the Le Moyne College Community congratulate you on this most important decision in your lives, and we pray for your success and your happiness. We want to do all that we can to help you prepare for this special day. These reminders are to help you plan for this very important event.

+ You are encouraged to give considerable thought to planning the marriage ceremony. This will make it personal for you. It will also give you an opportunity to include others in the liturgy. The Diocese of Syracuse requires at least **six-months notice** before a wedding date can be set. We provide you with a marriage handbook, ***“Together for Life,”*** which will help you choose Scripture readings, prayers and blessings for your celebration. The priest, deacon, or member of the marriage team can assist you in making these and other choices.

+ Other clergy may participate. A relative or close friend who is a priest or deacon may be invited to witness your marriage. They will be required to handle all aspects of the wedding including paperwork. All documents required for a Roman Catholic wedding must be turned into the office of Campus Ministry at least two months before the scheduled date of marriage. If the college priest is not doing the wedding, he is not expected to be involved with any of the details. *(Please note that the required offering is still given to the college.)*

+ Weddings are scheduled on Saturdays, three hours apart to avoid conflicts. The times available are 11 AM & 2 PM (or 2:30 PM). Friday evening weddings (after 4 PM) are also permitted if the chapel is available and not being used for College events.

+ A fee of \$ 700.00 is the required donation for all weddings held at Le Moyne. \$ 500.00 of this fee is for the use of the Chapel. \$ 200.00 of this fee is associated with the administration/clerical fees necessary to process the Sacramental Records and paperwork between the Office of Campus Ministry and the Diocese of Syracuse. A down payment of \$ 350.00 is necessary to reserve the chapel for a particular date and time. The balance of \$ 150.00 is due 30 days before the wedding. These two checks should be made payable to: Le Moyne College. In the event of cancellation, a refund will be made in full up to two months prior to the scheduled event.

The \$ 200.00 Administrative Fee check should be made payable to: Debbie Stirpe. She is the liaison between the Office of Campus Ministry/Le Moyne College and the Diocese of Syracuse. She is responsible for processing and maintaining all Sacramental Records. Please send this \$ 200.00 payment to Debbie at least 30 days before the wedding.

Please note: All checks should be mailed to The Office of Campus Ministry: Attention Debbie Stripe. 1419 Salt Springs Rd., Syracuse, New York 13214-1399.

+ The rehearsal is usually held the night before the ceremony. Thirty minutes are reserved for the rehearsal. Please bring the marriage license at this time and anything else to be used during the ceremony.

+ **All weddings and rehearsals are expected to begin on time.**

+ The use of any type of alcoholic beverage in or near the chapel is not appropriate and is not permitted.

+ An important and necessary part of your **marriage preparation** is participation in the Pre-Marriage Program. This preparation will include interviews with the priest or deacon, Pre-Marital Inventory, and participation in the Formal Marriage Preparation Program. This preparation is not an option.

+ The Chapel furnishings (chairs, altar, etc.) may not be moved.

+ Since the chapel is carpeted runners are not permitted.

+ It is customary that you provide **flowers** for your wedding and leave them for the weekend celebrations. Suggested arrangements would be: one arrangement in the middle of the altar (on the floor), or one on each side. Candles are not to be included in floral arrangements.

+ Several **official documents** are required during this time of preparation:

1. A Baptismal certificate obtained from the church of baptism dated within **six months of the wedding date**.

2. A Certificate from the Engaged Encounter or Marriage Preparation Program.

3. Your wedding license which can be obtained anywhere in New York State, at a village, town, or city clerk's office, at least 24 hours before and not more than 60 days before the time of the wedding. At this time, no blood test is required.

+ **Music** is an important part of your wedding liturgy. It should be appropriate for the occasion and chosen with great care. The Campus Ministry Music Director is Tom Andino **(468-9761)**. You should contact him as soon as possible to let him know the date and time of your wedding. If he is not available on your date he will give you the name and number of our other Campus Ministry contracted musician.

The stipend for the musician is \$ 225.00. This fee includes playing (organ/piano) for the service, one consultation visit, and one rehearsal with a Campus Ministry contracted cantor. During your consultation visit you will be guided through the wedding ceremony, assisted in selecting music, and aided in program preparation. If you wish to use someone else as your wedding musician, it is expected that Tom or the other Campus Ministry contracted musician will still receive their stipend.

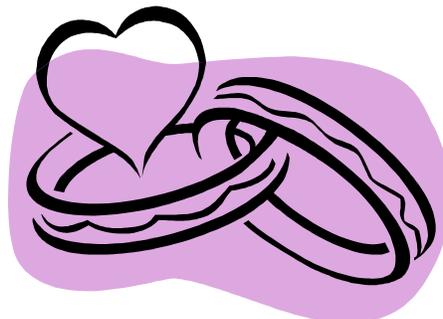
In addition to an organist/pianist, the wedding liturgy mandates that a cantor/soloist be present to assist the assembly and lead the parts of the liturgy that are to be sung. Tom will take care of hiring the vocalist from one of our contracted cantors and will provide the name to you as soon as he can for payment arrangements. This fee ranges from \$ 125.00 - \$ 200.00 depending on the soloist.

You are welcome to use additional vocalists and/or instrumentalists, however, there must be at least one rehearsal between Tom, or the other Campus Ministry contracted musician, and any additional musicians. (Note: Additional vocalists do not replace the contracted cantor.) Rehearsals with additional instrumentalists or vocalists are billed at a rate of \$ 50.00 per hour. (Note: This \$ 50.00 fee is not included in the \$ 225.00 wedding music fee.) Payment arrangements for extra rehearsals will be discussed, if they apply, at the consultation visit. There is no additional fee for rehearsals between the college contracted musician and the college contracted cantor.

Secular music from movies, Broadway shows, the radio etc. may not be used during the actual wedding ceremony but with discretion may be allowed as prelude music. The use of prerecorded music (CDs, mp3, etc.) is not permitted.

+ We hate to strike a negative tone on your wedding day, but there are three restrictions we consider especially important:

1. We ask that you inform your wedding party and guests that no rice, confetti, bird seed, or anything else is thrown inside or outside the Chapel. They are very difficult to clean up. The mess presents a problem for the next wedding and weekend services. Since rice is food and much of the world is starving, it seems inappropriate to use food in this fashion.
2. We ask that you inform everyone that only the professional still and/or video photographers are allowed to take pictures or film during the ceremony. They should check with the priest before the ceremony. Photographers should be as unobtrusive as possible. It is our experience that pictures taken by family and guests only distract and detract from the beauty and the solemnity of your wedding day. We try to schedule weddings so that there is sufficient time after the ceremony to allow for pictures by family and friends. We thank you for your consideration in these matters.
3. Nothing may be taped or tacked to the chairs. Pipe cleaners or similar devices may be used to attach ribbons or other decorations.



+ You must remember to sign, and return to Debbie Stirpe, the Wedding Policy Agreement Form found on the last page of this packet.

+ If anyone wishes to receive the Sacrament of Penance they should do so sometime before the wedding and not at the rehearsal. You may call the priest for an appointment.

We want to do all that we can to be sure that everything goes well for you during this exciting time of planning and preparation. The Office of Campus Ministry's phone number is **445-4110**. Please call if you have any questions or concerns. Please know that our prayers are with you, not only for this day, but for the years ahead.

Congratulations!



Wedding Policy Agreement Form

I hereby agree to all terms and conditions set forth by this marriage packet issued by Le Moyne College. I also agree to use the Chapel as it is set and understand that the movement of furniture and religious artifacts is prohibited.

Please sign and remove this page and mail with deposit to:

Le Moyne College
Office of Campus Ministry
Attn.: Debbie Stirpe
1419 Salt Springs Road
Syracuse NY 13214-1399

Bride _____

Groom _____

Date _____

