Weddings at Le Moyne

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

Usually at least one of the people being married must be a Roman Catholic 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 can allow a wedding between two non-Catholic alums to take place in the chapel. Any such weddings must respect the policies and values of the Catholic Church.]

You may be allowed to celebrate your wedding in the Le Moyne College Chapel if you are:

- Currently a Le Moyne College student
- An alumnus/alumna of Le Moyne College
- Currently a member of the faculty or staff 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

When are weddings held at The Panasci Family Chapel?

Marriages normally take place on Saturdays and are scheduled two and one half hours apart to allow time for setup and photos.

The activities of the College usually do not allow us to schedule weddings for weekdays and do exclude certain weekends (i.e. graduation weekend). Occasionally weddings can take place on Friday afternoons or other weekdays during the summer.

Weddings are not scheduled on major holy days, particularly Christmas and Easter, or during Holy Week. Lenten weddings are discouraged. We are also unable to schedule marriage ceremonies during certain vacation periods.

How does one make arrangements for a wedding at The Panasci Family Chapel?

It is a four-step process:

- **STEP 1**: Those who are planning to get married should call the Le Moyne Campus Ministry Office at (315) 445-4110 and talk with the administrative assistant to **schedule a date** for their wedding. [This process must start at least six months before the date of the wedding and not sooner than 18 months before the date of the wedding.] At this time you can set a tentative date and time and the administrative assistant will then send you an information packet with all the details.
- **STEP 2:** Soon after scheduling the wedding, couples should make arrangements with the administrative assistant to meet with one of the priests in the Campus Ministry Office for an **initial interview**. This meeting will take about an hour; most of the Pre-marriage Investigation will be completed and all the various requirements will be reviewed and explained at that time.

- **STEP 3:** After the initial interview the couple should work on getting the following in order:
    - A letter from the pastor of the bride (if bride is not Catholic, a letter from the pastor of the groom) stating his willingness to allow your Catholic wedding to take place in The Panasci Family Chapel.
    - Recently-dated copies of the bride's and the groom's baptismal certificates (each must be dated not more than six months before the wedding). If either the bride or groom is not Catholic, a letter of testimony from a parent stating he/she has never been married must also be obtained.
    - 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 not less than two months before your wedding (earlier if possible).
    - A **priest or deacon** to witness your marriage (Le Moyne College Campus Ministry is not always able to supply priests but may be able to help).
- **STEP 4:** Between six and two months before the wedding date, the couple should call for a **second interview** with one of the campus ministry priests to complete the Pre-marriage Investigation and to turn in the paper work collected in step three. At this time, the couple should pay the "chapel use fee" and can schedule a rehearsal time and date.

What about planning the details of the ceremony?

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 the decisions that must be made for your ceremony. The booklet contains possible scriptural readings for your wedding. You will plan the details of the ceremony with the priest or deacon who will be presiding at your ceremony.

What about a wedding rehearsal?

A rehearsal (often held on a Thursday or Friday evening) may be scheduled after the second interview is complete (see step four). The priest or deacon performing the ceremony is normally expected to be present to direct the rehearsal. Rehearsals are scheduled for an hour. Normally, they will take less than an hour. A Campus Ministry sacristan will be present to open the chapel and get what things you need.

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

Chapel use fee for a wedding: $400.

There is an additional charge of $25 for a wedding which takes place on a holiday weekend. (Labor Day, Memorial Day, Independence Day, and Thanksgiving)

The donation or chapel use fee covers the stipend for the sacristan. We provide the sacristan but you are responsible for any monetary stipends for other persons, including the priest and musicians.

Items such as floral decorations and stands, unity candles, and aisle carpets (runners) are not provided. You must arrange for these items yourselves. Floral arrangements and other appointments must work around the furnishings in the Chapel. Chapel furnishings and liturgical decorations cannot be removed or changed. The chapel chairs cannot be moved.

When will a Catholic need an ecclesiastical dispensation?

- If one party is not Catholic, the Catholic party will need to obtain a dispensation from the Bishop's office. Discuss this with the priest at the first interview. He will help you apply for it. It should not be difficult to obtain.
- If there was a previous marriage, a death certificate or a Declaration of Nullity or church annulment must be obtained. If this is needed, you will discuss this with the priest at the first interview.
- If the clergy presiding at the marriage is not a Roman Catholic priest or deacon, you will need a dispensation from form. Talk with the priest about this at the first interview.

Who can preside at my marriage?

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. You might ask a priest who is pastor or assistant at your parish, a personal/family friend, former teacher, etc.

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

After you complete your second interview, we will send a letter of delegation to the priest or deacon who will be presiding over your ceremony.

You must arrange to meet with your priest or deacon to plan the details of the ceremony. At the first interview, you will be given a copy of Together for Life, to help you with planning the ceremony.

Does the couple need to get a license from the civil authorities?

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 the number in the blue pages in your phone book or check with the town clerk's web page. Bring your license to the rehearsal. If you fail to get a license, by law, we cannot do the wedding.

How much time does one have for the wedding?

Weddings are expected to start at the scheduled time. From the scheduled time of your ceremony, you will have two hours for the ceremony and photography (e.g. the ceremony and any photography in the church for a marriage scheduled at 2 p.m. must be completed by 4 p.m.). Please allow plenty of time to arrive at the chapel. You have the chapel for one half hour before the ceremony is scheduled. Your wedding may not be the only wedding taking place that day. If your ceremony is unduly late in starting, it may have to be shortened and you will not be able to use the chapel after the ceremony for photography.

Any other rules?

Remember that the chapel is a place of worship and a sacred space. The use of any type of alcoholic beverages in or near the church is not appropriate and is not permitted. Please do not throw rice, confetti, bird seed, flower petals, potpourri, pennies, etc., inside or outside the Chapel.

What other details should one be aware of in having a wedding in The Panasci Family Chapel?

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. (The sacristan will provide appropriate altar candles and if needed, a unity candle holder.) You may opt to make use of our unity candle set which uses liquid wax.

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 church or on the campus grounds.

MUSIC: It is not necessary to have music during your ceremony; however, 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, the Director of Music for

Campus Ministry is available to provide music for weddings. He can be reached at 315-445-4547 if you are interested in arranging for his services both in helping you select the music and in getting him and others to perform. 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. We are concerned about "litter" making the area unsightly and creating any condition that may be hazardous for the elderly or is disrespectful of the Chapel as a house of prayer. The release of balloons creates a problem for airport radar and is also considered a hazard to the environment.

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, call Campus Ministry at (315) 445 -4110.

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: There is wheelchair accessibility to The Panasci Family Chapel..

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.

PARKING & DIRECTIONS: For directions to Le Moyne, you can click here.

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 .

What should I do if I have other questions?

Call our office at 315-445-4110. The office is normally open Monday to Friday from 8:30 a.m. to 4:30 p.m.