

# Seattle University Chapel of St. Ignatius Wedding

## Part I: POLICIES AND REQUIRED DOCUMENTS

### Seattle University Specific Documents and Requirements

There are certain legal and financial commitments to complete when having a wedding at the Chapel.

x Wedding Finance Agreement and \$250 Non-refundable deposit (required to confirm requested date, at least 6 months prior to than

from your own provider, or through Seattle University services due at least 5 months before)

covers the cost of parking for all guests at rehearsal and reserve the full chapel lot. If the lot is full, guests will be directed 30 days before the wedding)

ing balance depends on fee charged per university (before wedding). The fees cover the cost of the space, our assistance in your planning and preparation for marriage, as well as student server for the rehearsal and wedding day.

All incur (not necessarily payable to Seattle University) will include marriage preparation program, and stipends to your priest.

### Catholic Wedding Required Documents and Process

Wherever you marry in the Catholic Church, you have to complete certain documents that attest to your identity and your freedom and preparation to marry. These will be collected by the Campus Minister for Liturgy, unless there is a prior arrangement with your presiding priest or parish.



wedding. You may move plants (in consultation with the Chapel staff), but you must return everything to the default setting after your wedding.

- x Flowers : Arrangements for the altar are permitted, but our staff recommends an arrangement in front of the ambo, or behind the altar ( flanking the gold leaf). Speak to Campus Minister for Liturgy for information and ideas for flowers. Please let us know ahead of time if you intend to donate the flowers from your wedding to the chapel.
- x Pew Decorations : Affixing flowers or candles to the chapel pews is not allowed due to damage concerns.
- x Aisle runners or items on the floor : are not permitted due to safety concerns
- x Thrown flower petals (fresh or made of silk) are not permitted due to damage concerns, and the safety of those walking.
- x Candles beyond those used in the sanctuary for the altar or ambo are not allowed. In keeping with the liturgical rites of the Catholic Church, "Unity Candles" are not used.
- x Tables for programs and guest book: These may be placed in the narthex. The Chapel staff can offer you small stands for this purpose.
- x Food and Drink : Eat and drink well before your wedding. Food and drink are not allowed in the chapel, except in the Narthex and the Bride's Room, and you are welcome to use the outdoor spaces near the Chapel. Please designate someone to clean up all food waste from the Chapel after your wedding, to ensure the cleanliness of the Chapel for others' use. All food waste must be disposed in bins outside the Chapel. outside e(s)-1(t)-

the restrooms and the chapel for anything left by your wedding party . Flowers, boxes, programs, etc. should be removed following the ceremony unless prior arrangements have been made with the Campus Minister for Liturgy. All trash, especially food items, should be removed to bins outside the Chapel. All valuables left behind will be immediately remitted by staff to the office of Public Safety at 206.296.5990.

- x Outdoor spaces: You are welcome to take photos for your wedding around campus. Please note that the use of rice, confetti, birdseed or flower petals inside or outside, is not allowed. Bubbles are allowed outside, being sure to respect the Reflection Pool. Under no circumstances is anyone allowed to enter into the Reflection Pool.

### The Wedding Rehearsal

- x Scheduling the Rehearsal : Rehearsals are usually scheduled on Fridays at 5pm or 6pm and take approximately 45 minutes. You may schedule an alternate time with the Campus Minister for Liturgy , including on Thursday evenings. Parking for guests for the rehearsal is included in the parking fee.
- x Rehearsal Attendance : Everyone who has a role in the wedding liturgy should be present at the rehearsal, including any liturgical ministers, the priest or deacon, attendants and immediate family. Please advise everyone to arrive early, in light of Seattle traffic. A Chapel wedding coordinator and an altar server will be present to facilitate the rehearsal walk-through and ensure that all in attendance feel comfortable and confident about their roles.
- x Marriage License : The couple should bring their marriage license to the rehearsal, completely filled out with the couple's information. The Campus Ministry staff will prepare it for the wedding day. The legal paperwork will be mailed to the county by the Campus Ministry staff. You will receive back the ceremonial copy for your records. Please designate someone to collect this after the wedding.

### The Wedding Day

- x Access to the Chapel : Access to the Chapel is granted in accordance with the time slot you have reserved for your wedding. Please refer to the policy above.
- x Promptness : The bride and groom should arrive at least 20 minutes before the wedding start time, to ensure that the liturgy begins on time. Wedding liturgies must begin promptly at the designated start time out of respect for your guests, staff, and any other liturgies scheduled for that day.

## Part II: PLANNING YOUR LITURGY

Roman Catholic marriage ceremonies follow a set pattern as laid out in the Order of Celebrating Matrimony ritual book. There are two basic forms of the marriage ceremony: the Rite of Marriage (Without Mass), and a Nuptial Mass. Both contain liturgies of the Word, but only the Nuptial Mass contains the celebration of Eucharist.

Every year the Campus Ministry Team holds a Wedding Planning Evening , which is required for all couples. This event provides

## Order of the Service:

- x Procession: Only one continuous song, played live. Must be a classical/sacred piece of music. The order of procession is as follows:

Altar Server (provided by Campus Ministry)

Presider (priest or deacon)

Wedding Party (arranged according to your preference) Some couples do not have attendants, but choose to have important friends or family members as part of the procession. These could include godparents, grandparents, etc.

Groom escorted by parents, Bride escorted by parents

Couples may choose to walk down the aisle together, as ministers of the sacrament of marriage. In a Catholic wedding, the procession is linked with all other liturgical processions and is a joyous, celebratory way to move people from one place to another. Processions signal beginnings, endings, or transitions from one part of a liturgy to the next.

- x Introductory Rites /Welcome/Opening Prayer (led by the priest/deacon)
- x Liturgy of the Word: choose lectors (readers) who can proclaim not merely read out loud. At least one of your readings must directly refer to marriage (indicated in the resources provided by the Campus Minister for Liturgy).

Hebrew Scriptures (Additional options during Easter Season) Read by: \_\_

Responsorial Psalm (led by your cantor)

Epistle from New Testament (optional) Read by: \_\_

Sung Alleluia (led by your cantor)

Gospel Reading (read by priest/deacon)

- x Celebration of Matrimony . The couple stands before the congregation (who are all witnesses) and declare their freedom and desire to enter into marriage. The priest/deacon stands facing the couple in the main aisle, among the assembly.

- x Nuptial Blessing : A special blessing for the bride and groom. It's a tradition in the Chapel to have the bride and groom move to the center aisle and be surrounded by their friends and family in a web of blessing for this special prayer.
- x Final Blessing
- x Closing Hymn/Recessional : The couple would lead the way out of the church, followed by attendants and family. The couple/witnesses/priest or deacon would immediately sign their marriage license.
- x Bell Ringing: A tradition at the Chapel is for couples to ring the bells of the Chapel (outside, but the Reflection Pool) immediately following signing their marriage license. Bells in the Christian tradition signal the passage of time, celebration, or important threshold moments. All guests are invited to circle the Reflection Pool so they can celebrate with the couple during the bell ringing.

***Further requirements for the Celebration within Mass:***

Both the bride and the groom, as well as a majority of those attending should be Catholic if you choose to celebrate marriage within a mass , so as not to exclude those gathered.

If celebrating within mass , a Gloria is sung during the introductory rites , before opening prayer. The liturgy is the same as above up to after the Universal Prayer:

- x Preparation of the Table : Gifts are brought up by 2 people,  
Preparation music: \_\_\_\_ \_\_\_\_\_
- x Eucharistic Prayer: Parts of the mass are sung. Mass setting:\_\_\_\_\_
- x Lord's Prayer (Our Father)
- x Lazo and Veil (optional cultural adaptations)
- x Nuptial Blessing
- x Sign of Peace
- x Communion Music:
- x Eucharistic Ministers: Number needed varies depending on number of assembly anticipated. The bride and groom, if interested, can also serve as Ministers of Communion.
- x Final Blessing
- x Closing Hymn/Recessional : The couple would lead the way out of the church, followed by attendants and family. The couple/witnesses would immediately sign their marriage license.