

## **GUIDELINES FOR WEDDINGS AT THE BROPHY STUDENT CHAPEL**

The Wedding Ceremony is a religious event for the whole church. Brophy Chapel, which has a simple beauty, is a perfect venue for this important and sacred moment.

### **GUIDELINES FOR WEDDINGS AT THE BROPHY CHAPEL:**

#### **I. BROPHY CHAPEL**

- A. As Brophy Chapel is not a parish, it does not have a staff of priests available for weddings. The couple is responsible for obtaining a priest or deacon for the ceremony and for the required marriage preparation.
- B. The Church requires that the Pastor or the parish where the Bride or groom worships and is registered write a letter granting permission for that individual to marry away from their parish.
- C. The Civil Marriage License is obtained from the Clerk of the Superior Court of Arizona. The couple must bring this document to the wedding rehearsal. It is the priest's responsibility to have the license signed and mailed to the court following the ceremony.
- D. The Pre-Nuptial File, gathered by the priest who assists the couple to marry, must be sent to the Brophy Chapel Coordinator one month prior to the wedding. These documents are kept on file, following the ceremony, at St. Francis Xavier Parish. The parish issues certificates attesting to the sacrament of Matrimony.

#### **II. NOT PERMISSIBLE**

- A. No aisle runners are permitted.
- B. No rice, flower petals, birdseed, etc. may be thrown.
- C. No receiving line permitted in the sanctuary, down the aisle or on the pews.
- D. No Candelabras are permitted in the sanctuary, down the aisle or in the pews.
- E. No alcoholic beverages are permitted either in or on the chapel grounds at either the rehearsal or at the wedding. The Bride and groom, as well as the wedding party may not consume any alcohol prior to the ceremony.
- F. Smoking is strictly prohibited anywhere on the Brophy grounds.
- G. Please do not bring any food to the chapel. Water bottles are permitted.

#### **III. CEREMONY**

- A. Coordinator: A Catholic marriage ceremony is a RELIGIOUS ceremony and nothing should be planned that will lessen or detract from the religious aspect of the ceremony. This should be made clear to the florist, the photographer, the musicians and to any wedding consultant that you may have employed to help you in planning your wedding. We have a wedding coordinator here that will take care of coordinating both the rehearsal and the ceremony. Your own personal wedding coordinator is very welcome to assist our coordinator as needed. She will line up the wedding party, ensure that everything goes off one time and that everyone is in place to begin the ceremony.
- B. Ceremony Format: If you are marrying a non-Catholic, we ask you to consider the possibility of having a wedding ceremony and not a Mass. The reason for this is so that the non-Catholic party and his/her family not feel excluded as occurs during communion.
- C. Fees: Priest stipend, altar server stipend and musician's fees are to be paid to the chapel coordinator prior to the ceremony. It is preferred that you bring these fees in separate marked envelopes to the rehearsal.
- D. Flower Girls and Ring Bearers: Flower Girls and Ring Bearers are a wonderful addition to the ceremony. Flower Girls, Ring Bearers, children of attendants, etc. are not to be seated up on the altar at any time during the ceremony. They will process in and bow at the foot of the

## Chapel Guidelines

### Page 2 of 2

- stairs and will go to the right or the left and sit in the first pew with either the Bride's or the groom's parents.
- E. Reservation: Your chapel reservation begins one (1) hour before the ceremony and ends one-half (1/2) hour after the ceremony.
  - F. Dressing Rooms: The Bride has a couple of choices when arriving for the ceremony. She may arrive as early as (1) hour before and utilize our Bride's room at the back of the sacristy to slip into her dress and then have pictures taken inside or outside. If the Bride wishes, she may simply arrive in a limo 10 minutes prior to the service beginning, if she is not having pictures taken before hand and wait in the limo for the coordinator to come and get her and bring her directly into the chapel for the ceremony. Please notify the coordinator ahead of time as to your wishes.
  - G. Music: If your ceremony includes a mass, the music chosen for the context of the Mass must be liturgical in content. This includes string quartets. Music should be appropriate to the sacred nature of the place and follow standard Church guidelines for liturgical use. Please have your musicians arrive at least 30 minutes prior to your ceremony and begin prelude music no later than 15 minutes prior to the beginning of the service.
  - H. Clean up after ceremony: We also kindly ask that you delegate someone in your party to walk through the chapel and check each pew for any programs and any items that might have been mistakenly left by one of your guests. Often time's guests leave purses, wraps and cameras in the pews. Make sure that they check with the chapel coordinator for any flower arrangements that need to be taken out as well.
  - I. Seating: Brophy Chapel has 22 rows of pews and can seat approximately 300 guests comfortably.
  - J. Photography: Flash, strobe, flood, spot, etc. lighting is not permitted during the ceremony, with the exception of processions; nor is the photographer allowed to move about in the sanctuary (alter area), or in the chapel during the ceremony. Please inform your photographer that he or she is given (1/2) hour after the ceremony to complete all pictures. We would suggest that you give them an outline of who you wish to have pictures taken of before hand.
  - K. Candles: We have candles that remain on the back altar and will be lit for your ceremony. The couple may provide a unity candle if they wish to light one during the ceremony.
  - L. Flowers: Flowers may be put up (1) hour prior to the ceremony. Florists are encouraged to use the two simple black wrought iron stands that hold a pot 8.5" x 8.5". No live flowers or greenery are permitted on pews, piano, main altar, or any area in the sanctuary with the exception of the sides of the back altar.

#### IV. REHEARSAL

- A. Civil marriage license must be brought the night of the rehearsal and given to the wedding coordinator.
- B. Please bring the offerings to all parties concerned and a list of liturgical readings. The wedding program, guest book and unity candle may be brought the night of the rehearsal.
- C. Please arrive 15 minutes early for the rehearsal. The chapel is reserved (1) hour for rehearsal.

In signed this form we agree to comply with all the guidelines set forth by Brophy Chapel. We also agree to inform our hired photographers and florists of the policies and procedures here at Brophy. **Please sign and return to the Chapel Coordinator to secure your reservation.**

Groom \_\_\_\_\_

Bride \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_