GUIDELINES
for the
Sacrament of Marriage
St. John Francis Regis Chapel

3333 Regis Blvd., Denver, CO 80221
Ph. 303-458-4115 Fax 303-964-5530
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The St. John Francis Regis Chapel is administered by the University Ministry Department of Regis University. It is a facility for the use of the University and its associates. Use of the chapel is scheduled through, and is at the discretion of the University Ministry Department. The chapel is a house of worship and should be maintained as such. Regis is not a parish; it falls under the canonical jurisdiction of St. Catherine of Siena Parish and follows the policies and guidelines for the Archdiocese of Denver related to sacramental preparation and recording. The following are specific guidelines for celebrating the Sacrament of Marriage at the Regis chapel.

GUIDELINES FOR THE SACRAMENT OF MARRIAGE

ELIGIBILITY FOR WEDDINGS

As a general principle, marriages are to be celebrated in the home parish or church of either of the parties to be married (Canon Law 1115). Where pastoral need makes it desirable for the wedding to be celebrated in the university chapel, such weddings for Regis University community members will be permitted. Regis University community members are limited to current students, alumni, faculty, staff, Trustees, and the families of members of the Missouri Province of Jesuits.

Either the bride or the groom or both must be baptized Catholics in order to be eligible for a wedding at the Regis chapel. In addition, the couple must have:

- arranged for a priest or deacon to preside at the wedding ceremony
- completed the marriage preparation required (the Archdiocese of Denver usually requires eight months of preparation)
- obtained a Declaration of Nullity for all previous marriages, if any

Once a couple has an agreement with a priest or deacon to perform the marriage, the priest or deacon must:

- receive delegation from the pastor of the local parish (St. Catherine of Siena) to preside at the ceremony in the Regis chapel. Likewise if the couple belongs to a parish, their home parish priest must give delegation for the parishioners to marry within another parish (MB Form)
- receive dispensation from the Archdiocese of Denver for "Permission of Place" to perform the wedding in the chapel (MC Form)

The appropriate forms are available from Regis UM office

SCHEDULING THE WEDDING

- **Prior to scheduling your wedding, you need to have written delegation from the pastor at St. Catherine of Siena for your priest or deacon to preside at your ceremony.** Please confirm that your priest or deacon will celebrate the ceremony and does the preparation work with you. The following link provides contact information for St. Catherine of Siena Parish: http://www.archden.org/parishes/parish.php?p=10

- **You must contact the Regis Chapel Manager at least 8 months before the date of the wedding. However, wedding dates can not be confirmed and scheduled more than thirteen months in advance.** Find out what dates are open for your marriage before confirming halls or other services in order to avoid scheduling conflicts.

- There are no reception sites available on campus.

- Weddings are not celebrated during Lent or Advent.

- Weddings are celebrated on Saturdays. There are four wedding blocks as follows: **9:30-noon with a 10:30 a.m. ceremony, noon-2:30 with a 1:00 p.m., 2:30-5:00 with a 3:30 p.m. ceremony, or 5:00-7:30 with a 6:00 p.m. ceremony.**

- A marriage between two Catholics, or between a Catholic and a baptized Christian, may be celebrated within a nuptial Mass. Please specify your preference for a wedding within or outside of Mass on the Chapel Request Form. If one of the parties is not baptized, the Marriage is always celebrated outside Mass.

CHURCH FEES

The rental fee for chapel use is **$700.00**. This provides for the use of the chapel and the assistance of a Regis University Wedding Coordinator. Susan Arbo, Regis Chapel Manager serves as the contact person at both the rehearsal and the wedding itself. In order to reserve a date, a non-refundable deposit of $200 must be submitted with your Chapel Reservation Form.

The fee of $700 does NOT include stipends for Dr. Andy Lee, who coordinates music, or the priest/deacon who presides at the ceremony. Musician stipend is **$300.00**. **All music fees are contracted and collected by Dr. Lee.**

The TOTAL cost is $1,000.00 and upward depending on your preferences for musicians. Final payment is due no less than **one month prior** to the celebration.
Checks for reservations and rental fees may be made payable to: Regis University
Please mail check to: Regis University
University Ministry Office
Attn: Susan Arbo
3333 Regis Blvd., J-4
Denver, CO 80221

PLEASE NOTE
It is customary to give a stipend to the priest/minister who presides at the wedding (this is different from the fee for renting the chapel. Stipends for all personnel (e.g. presiders, musicians) are the responsibility of the sponsoring party.
PAYMENT TO ANY ADDITIONAL PERSONNEL SHOULD BE MADE BEFORE THE CEREMONY BEGINS.

DECORATIONS

The church will already be decorated in accordance with the Church calendar, and these decorations must be left in place during weddings.

- The couple is free to choose the size and color of additional floral arrangements as long as the dignity of the church is respected. Regis does NOT provide stands for the flower arrangements. Please instruct your florist to deliver the flowers **no sooner** than two hours before the ceremony.

- Any rearrangement of furniture or liturgical decorations in the chapel must have approval prior to your event and must be moved by the University Ministry Staff. Please do not attempt to move any chairs within the sanctuary, the altar, ambo, or any musical equipment. In addition, bringing in any extra furniture is not permissible.

- Due to insurance and fire regulations, decorations may not obstruct any aisles. In addition, candles may not be placed near the chairs, pews, or aisles. Any candles used, other than what is already provided by University Ministry, in the sanctuary must have shields to prevent wax dripping.

- Any decorations attached to church chairs or pews must be easily removable. Tape, staples and tacks are PROHIBITED. Plastic pew hooks are acceptable and can be found at your local craft store.

- Due to safety issues, aisle runners are not permitted and only silk flowers may be strewn in the aisle.

- All decorations must be removed immediately after the ceremony. It is best to assign one or two people to be in charge of this task to ensure it gets done and none of your decorations are left behind.

- We do not provide tape, decorations, etc.

- Regis can provide a unity candle holder. You must provide the candle and tapers.

- No rice, flower petals, birdseed, confetti or balloons are permitted inside or outside of the chapel. Bubbles may be used outside of the chapel and must be disposed of appropriately.

- No decorative items (e.g., unity candle, flower arrangements, bows or ribbon) should be placed on the altar.

MUSIC GUIDELINES:.

The music during the celebration must be liturgically appropriate. Favorite popular songs should be reserved for the reception. The most important purpose of music in the ceremony is to help people pray. Dr. Andy Lee will be coordinating and performing all music.

ADDITIONAL EQUIPMENT:

Any additional equipment (microphones, audio/visual, etc. exclusive of the Chapel facility) is the full responsibility of the sponsoring party. These items must be in line with the dignity of the worship space and must receive prior approval from the Chapel Manager before use.

PHOTOGRAPHY

Photographs and video cameras are permitted. The photographers or videotape operators are to be discreet in their work, and should not move around the sanctuary or on the altar. In addition they may not place their supplies on the altar. In general, they are not permitted to interrupt the flow of the ceremony. **Please have your photographer speak to the Presider before the ceremony.**

REHEARSALS

Rehearsals are conducted by either your priest or deacon or your own wedding assistant who is familiar with liturgical requirements. The Regis Chapel Manager can offer assistance and answer questions, but will not conduct the rehearsal. Rehearsals are typically scheduled for the evening preceding the wedding at 4pm, 5pm, and 6pm and last up to one hour. Please schedule your rehearsal time at least one month prior to your wedding. Please ensure that the participants arrive on time for the rehearsal. **Please bring your marriage license to the rehearsal, as the wedding cannot take place without it.**

THE WEDDING DAY

- The church is a sacred place where people gather to worship God and invoke His blessing. Therefore, an attitude of respect and reverence is appropriate at all times during the rehearsal, and before, during and after the ceremony. **NO DRUGS OR ALCOHOL** are permitted on the premises. A violation of this policy will result in the cancellation of your wedding (even on the day or your event). In addition, to ensure that the worshiping space is kept sacred, no food or drinks are permitted in the worship spaces. **Food and drink** should be kept **ONLY** in the kitchen or Narthex area.

- There is a designated area of the church available for the bridal party. All spaces, including the bridal room, sanctuary, altar, narthex, and the grounds outside of the Chapel, are to be left in the same condition in which they were found. Regis cannot be liable for items lost or stolen.

- Due to a Denver city ordinance, throwing of rice, confetti, or birdseed is not allowed inside or outside of the church. In addition, anything non-liturgical, such as balloons, may not be used inside the Church.

Time slots: When you schedule your wedding with Regis you are reserving a two and a half hour block, essentially, an hour before your ceremony, one hour for the ceremony and a half hour after the ceremony for clean-up and the completion of photos.

DOCUMENTS NEEDED

It is the responsibility of the priest or deacon who is doing the preparation in conjunction with the presiding priest or deacon to see that all proper canonical procedures are followed. **All original completed paperwork should be forwarded on to St Catherine's for record keeping. In addition, copies of the required MA, MB, and MC forms, as well as the wedding planning checklist, should be sent to the University Ministry Office no later than one month prior to the wedding for appropriate record keeping.**

Pre-nuptial Questionnaires (Forms **MA, MB, MC**) to be completed by a priest or deacon:

MA Form: *Pre-nuptial testimony.* Both the bride and groom need to testify to their own freedom to marry and proper intention.

MB Form: *Freedom to marry testimony*. Each party also needs two witnesses to attest to their freedom to marry. The witnesses should know the couple well (parents are the preferred witnesses.)

MB Form: *Delegations*. Delegation must be received from the pastor at St. Catherine's for another priest to preside at a wedding at the Regis Chapel. In addition, if the couple belongs to another parish, their home parish priest must give permission for the parishioners to be married in a parish other than their home parish.

MC Form: *Dispensations*. Every wedding taking place in the St. John Francis Regis Chapel must receive the appropriate dispensation "permission from place" from the Archdiocese of Denver. Due to the fact that the Regis Chapel is not a church but rather a chapel, this special dispensation is required. Other dispensations will need to be requested based on the needs of the individual couples (ie. Mixed religion, etc).

For questions about these forms, please contact the Regis chapel manager or the office of the Vice Chancellor of Canonical Affairs for the Archdiocese of Denver.

Baptismal certificates: These must be obtained by the couple. Call the church where you were baptized to obtain a *recent* copy of the certificate.

Civil Marriage License: The couple applies to the State of Colorado for the license within 30 days of the wedding. Two official witnesses (best man and maid/matron of honor) also sign this document.

Marriage Preparation Workshop Certificates: Upon completion of a formal Marriage preparation program you will be given a certificate of completion. Please keep these certificates to verify that you have fulfilled these requirements. See the section entitled "Marriage Preparation."

Wedding Planning Checklist: For Regis use only, this form is to completed by the couple and the priest/deacon presiding over the wedding. This checklist allows the Regis Chapel Manager to be prepared to best serve you. You can obtain this form from the Regis Chapel Manager.

MARRIAGE PREPARATION

"The very preparation for Christian marriage is itself a journey of faith. It is a special opportunity for the engaged to rediscover and deepen the faith received in Baptism and nourished by their Christian upbringing. In this way they come to recognize and freely accept their vocation to follow Christ and to serve the Kingdom of God in the married state."

—Pope John Paul II

The Archdiocese of Denver requires all couples to participate in a formal marriage preparation. Contact your home parish to determine what is required for your Archdiocese's preparation. The requirements for the Archdiocese of Denver can be found at:
www.archden.org/marriageprep.htm

We hope that the beauty and dignity of your wedding will be an expression of the beauty of your love for each other and for God. Be assured of our prayers and support now and in the years to come. If you have any questions not answered in this brochure, please do not hesitate to call us at 303-458-4115.

St. John Francis Regis Chapel Request Wedding Form

Regis University, University Ministry, 3333 Regis Blvd. J-4, Denver, CO 80221
303-458-4115 (office) 303-964-5530 (fax)

Date of Event: _____ Day of Event: _____

Time of Event: _____ _____ _____
Start Ceremony End

Will There Be a Mass with the Ceremony (Is one or both of the parties Catholic)? Yes_____ No_____

Event Contact Person: _____

Email Address: _____ Phone: _____

Address: _____

Expected Attendance: _____ Cars: _____ Special Parking Requirements: _____

REHEARSAL: Time _____ Date_____

Special Requirements:
Music Sound System Required: Yes _____ No _____

PRESIDER (Priest or Deacon) INFORMATION:

Presider Who Will Witness the Marriage:_____

_____
Name of the Presider's Church

_____
Presider's Address

_____
Presider's Phone Presider's Email Address

PAPERWORK AND MARRIAGE PREPARATION (if different from presiding Priest or Deacon):

Priest or Deacon who is preparing the paper work:_____

_____
Address

_____
Phone Email Address

For office use only: Deposit _____ Chapel Request Form _____ Confirmation Letter _____
Final Payment _____ Marriage Documents (MA, MB, MC) _____
Wedding planning checklist _____

St. John Francis Regis Chapel Request Wedding Form

Regis University, University Ministry, 3333 Regis Blvd. J-4, Denver, CO 80221
303-458-4115 (office) 303-964-5530 (fax)

BRIDE'S INFORMATION :

Bride's Name _____ Association with University _____

Bride's Address _____

Bride's Phone (Home, Work & Cell) _____ Bride's Email Address _____

Bride's Home Parish _____ Home parish phone number _____

GROOM'S INFORMATION:

Groom's Name _____ Association with University _____

Groom's Address _____

Groom's Phone (Home, Work & Cell) _____ Groom's Email Address _____

Groom's Home Parish _____ Home parish phone number _____

By signing this, you acknowledge that you have read and agree to comply by the Chapel policies set forth by Regis University. A $200 deposit is due with this signed form to reserve the Chapel. The remaining $500 is due one month prior to your event.

Bride's Signature _____ Date _____ Director of University Ministry _____ Date _____

Groom's Signature _____ Date _____ Chapel Manager _____ Date _____

For office use only: Deposit _____ Chapel Request Form _____ Confirmation Letter _____
Final Payment _____ Marriage Documents (MA, MB, MC) _____
Wedding planning checklist _____