

Campus Ministry
Loyola Marymount University
1 LMU Drive MS 8445
Los Angeles, CA 90045

Tel: 310.338.2860
Fax: 310. 338.1845
Email: ministry.lmu.edu

MARRIAGE AT LMU

LMU's Sacred Heart Chapel exists as a Roman Catholic chapel for our LMU students during their years of study on the Bluff. It is not a regular parish. The Archdiocese of Los Angeles has authorized LMU to offer regular celebration of the Eucharist and Reconciliation/Penance in Sacred Heart Chapel. All other sacraments (Baptism, Confirmation, Marriage, etc.) require permission from the Archdiocese of Los Angeles. Permission is granted under very specific guidelines.

ELIGIBILITY

Full-time LMU undergraduate and graduate students, Loyola Law School students, and university faculty and staff are eligible to celebrate a Catholic marriage in the Chapel of the Sacred Heart or in one of the other university chapels.

Alumni weddings are permitted as well, however they must be celebrated no later than five years following graduation.

Wedding reservations are only accepted between **six** to **twelve** months prior to the wedding date, no sooner and no later.

PREPARATION

Marriage Preparation as laid out by the Archdiocese of Los Angeles is required for all engaged couples to assess their readiness for marriage and to assist their deeper understanding of marriage as a vocation, a covenant and a sacrament. Because the Chapel of the Sacred Heart is not a parish, Loyola Marymount does not provide the Marriage Preparation process. Couples who decide to wed at Loyola Marymount are required to go through the Marriage Preparation process in their home parish.

To begin the process of reserving the chapel and planning your wedding liturgy at Loyola Marymount, please contact Dr. Jonas Bognar to discuss your wedding plans at 310.338.7534 or at Jonas.bognar@lmu.edu

The couple will need to provide the following:

1. The completed forms found in the Wedding Packet, which is available on the Campus Ministry website. <http://mission.lmu.edu/ministry/baptismmarriage/>
2. Baptism, First Communion, and Confirmation certificates.
3. Name of the Priest or Deacon who will preside at the ceremony.
4. A check for the fee and deposit for use of the chapel.

Each individual wedding requires the permission of the local bishop. Every wedding reservation is tentative pending the bishop's approval and the couple's submission of all necessary paperwork.

Once your wedding is scheduled and the chapel is reserved, our wedding coordinator and music coordinator will assist you with planning your wedding liturgy. The chapel staff and wedding coordinators are regularly available to assist you with any needs you may have in preparing for your wedding at Loyola Marymount.

LMU CHAPEL REGULATIONS FOR WEDDINGS

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Los Angeles, CA 90045

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****Please forward this information to your guests and vendors.**

Sacred Heart Chapel is the spiritual center of the LMU campus. Since 1953, it has served as an icon of the university and represents LMU's vision of a holistic education, which includes mind, body, and spirit.

Since you are asking for your marriage to take place in the chapel, it is obvious that you recognize the sacred nature of the space. Great care should be taken to insure the beauty and seriousness of your ceremony. It is your responsibility to inform your guests and vendors of your desire that they respect this space in every way.

These regulations are established to insure the appropriate atmosphere for your wedding. Obviously, if any of the regulations are violated, you forfeit your deposit. But more significantly, you or others lessen the special character of this important ceremony.

1. FEES

The fee for the use of the Chapel of the Sacred Heart for your wedding is **\$1,750.00**. This includes a basic fee of \$1,250.00 and a refundable \$500 security/cleaning deposit. **Any violation of the following policies or procedures will result in the forfeiture of your security deposit.**

Additional Fees for Weddings:

- The Stipend for Musicians will be paid directly to the Associate Director of Music.
- The Stipend for the Wedding Coordinator will be paid directly to the Wedding Coordinator
- A Stipend will be paid to the Acolyte
- It is also customary to offer the presiding priest a stipend for witnessing your wedding

2. Wedding Start Time

- Weddings are expected to begin at their scheduled times. Other weddings or services may be scheduled for the same day, and it is essential that each wedding begin at its scheduled time.
- If the wedding begins more than 10 minutes after the scheduled time, the couple will forfeit the chapel security deposit.
- Additionally, if the wedding begins much later, the ceremony may have to be shortened to accommodate the reservation time.
- Please be considerate of your guests, your officiating priest, the musicians, and our staff and assure yourself plenty of time to arrive at the chapel early.

3. SAFETY

- Runners are not permitted down the main aisle of the chapel;
- No ribbons or balloons are permitted in the chapel;

- No rice, flower petals, birdseed, confetti or bubbles may be thrown inside or outside of the chapel. (These Items are a genuine safety hazard.)

4. PHOTOGRAPHERS

Photographers should not move around the chapel during the ceremony and should not walk or stand in the main aisle for pictures during the wedding. Flash photography may **not** be used. You are responsible for the conduct of all of your guests. If you have any questions about appropriate behavior, please contact Dr. Jonas Bognar at 310.338.7534.

5. VIDEOGRAPHERS

If you are planning on having a video photographer, he or she may only use **one video camera**, which should be stationary outside of the sanctuary. No additional lights may be used to videotape the ceremony.

6. FLORAL ARRANGEMENTS

No more than three floral arrangements are allowed in the chapel. When applicable, one may be placed at the base of the main altar, two others in the front of the podia or on stands on either side of the altar. The chapel does not provide stands for flower arrangements. The floral piece in front of the altar may be left as a gift to the chapel, if you wish. Small floral arrangements or bows may also be placed on the end of the pews with the use of plastic hooks (provided by your florist) that hang on the end of the pews. No tape/adhesives can be used. Please instruct your florist to deliver the flowers no sooner than one hour before the ceremony, unless special arrangements are made. It is also your responsibility or that of your florist to remove any decorations from the pews after the ceremony. If your florist does not comply with these regulations, your deposit will be forfeited.

7. FOOD AND/OR DRINK

No food, drink (other than water), chewing gum, or alcohol is permitted in the chapel. There are absolutely no exceptions to this regulation.

8. ARRANGEMENT OF FURNITURE AND CHAPEL ITEMS

Only the LMU Student Workers under the specific instructions from the Liturgy & Music staff are to move any chapel fixtures, i.e. chairs, candles, banners, etc. The chapels are adorned specifically for each liturgical season. The environment is not to be altered, removed, or changed in any way unless under the specific direction of a member of the Liturgy & Music Staff.

9. MUSIC AND MUSICIANS

The Rite of Marriage celebrated in Sacred Heart Chapel is a festive and solemn liturgical event. Thus the music for your wedding should come from the wealth of music that the Church recognizes as appropriate for worship.

All music chosen should reflect the dignity and reverence of the occasion and be consistent with the intent of the liturgy to express the Christian nature of love, faith, and marriage. Music selected must be musically, liturgically, and pastorally appropriate. In general, music from the Gather Hymnal (GIA Publications) is appropriate.

As you begin to discern the selection of the music for your wedding liturgy, please remember the following policies:

- Musicians for liturgy (vocalists and instruments) must come from the current LMU music ministry team who work under the supervision and direction of the Associate Director of Music, Chris de Silva. Guest musicians outside of LMU are not allowed.
- The couple should not make any prior arrangements in the hiring of musicians.
- All liturgical music decisions must be made in discussion with Chris de Silva.
- The minimum requirement for musicians at the wedding liturgy is a cantor (song leader) and a pianist or organist.
- Music played at the wedding liturgy is to be rooted in Sacred Scripture. Songs from popular culture are not permitted for use at Mass and should be saved for the reception.
- All musicians' fees are to be paid in full **one month** prior to the wedding.
- Mass Programs/Worship Aids – Couples must submit a copy of the Mass program/worship aid to Chris de Silva for approval, before printing. A final draft of the program must be completed and submitted **one month** before the wedding date.

CONTACT PERSONS IN CAMPUS MINISTRY

Malone Student Center, Suite 210

Dr. Jonas Bognar
 Campus Minister
 Campus Ministry
 310.338.7534
Jonas.bognar@lmu.edu

Sylvia Rincon
 Administrative Assistant
 Campus Ministry
 310.338.2870
srincon@lmu.edu

Chris de Silva
 Associate Director of Music
 Wedding Music Coordinator
 Campus Ministry
 310.338.2976
Christopher.deSilva@lmu.edu

CHAPEL REQUEST FORM - Weddings

Campus Ministry
Loyola Marymount University
One LMU Drive, MS 8445
Los Angeles, CA 90045

Tel: 310.338.2860
Fax: 310.338.1845
Email: ministry@lmu.edu

Today's Date: _____

FOR OFFICE USE ONLY:

Office Manager _____
Campus Minister _____

Please turn this form in as soon as possible to Campus Ministry, so your request may be processed in a timely manner.

Request Use of: Chapel of the Sacred Heart

Date of Wedding: _____ Day: _____ Actual Event Time: _____ Reservation Begin Time: _____ Reservation End Time: _____

Presider/Priest/Deacon: _____

*Contact Person: _____

Email Address: _____ Contact Phone: _____

Mailing Address: _____

FEES:

Weddings

The fee for use of the Chapel of the Sacred Heart is **\$1,750.00** (this includes a fee of \$1,250.00 and a refundable \$500 security/cleaning deposit).

Additional Fees: Stipend for Musicians Stipend for Wedding Coordinator Stipend for Acolyte Stipend for Deacon/Priest (It is customary that the wedding party gives a stipend to the presiding priest on the day of the wedding).

***AGREEMENT & SIGNATURE (to be signed by Contact Person)**

I have read, understand and agree to the Chapel Regulations (as stated above). I have also shared the Chapel Regulations with my vendors and guests, and I understand that I am responsible for any violation of the aforementioned regulations by myself, my party, vendors and/or guests.

Signature: _____ Date: _____

APPROVAL Dr. Jonas P. Bogнар: _____ Date: _____

FOR OFFICE USE ONLY:

Cleaning/Security Deposit Reservation Entry Confirmation Letter

MARRIAGE INQUIRY FORM

Loyola Marymount University
Campus Ministry
One LMU Drive, MS 8445, Los Angeles, CA 90045

Tel: 310.338.2860
Fax: 310.338.1845
Email: ministry@lmu.edu

Name of Priest (who will witness the marriage): _____

Priest's Address: _____

Telephone: _____ Priest's Parish: _____ City: _____

Will Mass be celebrated with the Rite of Matrimony? Yes No

To the President: By agreeing to witness this marriage and by signing this form, you agree to see this couple is properly and adequately prepared for the Sacrament by shepherding them through the pastoral process. All required documents for the celebration of the Sacrament will be collected, maintained, and submitted for registration to Saint Anastasia Parish by Campus Ministry at LMU.

Signature of Priest

PLEASE PRINT BELOW. ANY CHANGES SHOULD BE MADE KNOW TO CAMPUS MINISTRY IMMEDIATELY.

Name of Bride: _____ Religion: _____

Local Address: _____

Local Phone: _____ Work Phone: _____

Parents' Address: _____

Phone: _____ Bride's Graduation Date from LMU (if applicable): _____

Bride is worshipping at: _____ Parish Priest: _____

Name of Groom: _____ Religion: _____

Local Address: _____

Local Phone: _____ Work Phone: _____

Parents' Address: _____

Phone: _____ Groom's Graduation Date from LMU (if applicable): _____

Groom is worshipping at: _____ Parish Priest: _____

REHEARSAL: Time: _____ Month: _____ Day: _____ Year: _____

WEDDING: Time: _____ Month: _____ Day: _____ Year: _____

Wedding times are: Fridays: 6:00 p.m. Saturdays: 10:00 a.m., 1:00 p.m., 4:00 p.m., 7:00 p.m. No weddings occur on Sundays.

TO COMPLETE THE RESERVATION:

1. Arrange a meeting with Dr. Jonas Bognar to discuss your wedding and receive approval for the wedding to take place.
2. Present the full amount of the fee and any required documents at the time of the meeting.

Once the reservation is complete, you will receive a letter of confirmation specifically indicating approval of your tentatively reserved date from the Office of Campus Ministry.

FOR OFFICE USE ONLY:

Cleaning/Security Deposit Reservation Entry Confirmation Letter

Wedding Paperwork Checklist

- 'Newly Issued' Baptismal Certificates**
(The bride and groom must submit the original hard copies in person to Dr. Jonas Bognar, and must be dated within six months of said meeting.)
- First Communion Certificates**
(The bride and the groom must submit these documents.)
- Confirmation Certificates**
(If confirmed, the bride and groom must submit these documents.)
- Letter of Permission from Bishop Edward Clark**
- Original Hard Copies of the Engaged Encounter/Pre-Marriage Programs Certificates**
- Pre-Nuptial Witness Forms (aka – Letters of Freedom)**
(bride and groom must each submit two forms)
- Pre-Nuptial Inquiry**
(filled out by the couple together with the presiding priest or deacon)
- Necessary Dispensation Forms**
(e.g. in marriages between a Catholic and a non-Catholic)
- Civil Marriage License from participating California Counties**
- Stipend for Wedding Coordinator**
(Please make check payable to your assigned LMU wedding coordinator)
- Stipend for Musicians**
(Please make check payable to Chris de Silva, Director of Music)

**** PLEASE NOTE **** All sacramental paperwork (with the exception of the marriage license) must be submitted to the Office of Campus Ministry at least **ONE month** before the wedding.