WEDDING ADMINISTRATIVE POLICY

Statement of Care

The University of Mary is honored to share in the life of our alumni, students, faculty, and staff, especially in those most important moments.

As a Catholic institution, the University of Mary is bound by the teaching and law of the Roman Catholic Church and the particular law of the Diocese of Bismarck. The chapels of the university serve as places of Catholic worship, and a wedding in the Catholic Church is different from weddings elsewhere. By exchanging consent in the presence of God, with the witness of clergy, family and friends, two baptized persons enter into the Sacrament of Marriage. This sacrament, like all sacraments, is a visible sign to the world of God's love, and through the Sacrament of Marriage a couple receives the grace needed to live out this sign.

This policy exists to conserve reverence in the celebration of the sacrament of matrimony and also to serve the bride and groom as well as the offices of Events and University Ministry at the University of Mary.

Eligibility

Eligibility to be married in a chapel of the University of Mary requires that the bride or groom:

1. Must be a University of Mary alumnus/a, faculty, staff, or current full-time degree-seeking student.
2. Must be a practicing and confirmed Catholic (one or both). Permission to be married outside of your parish is required from your pastor(s).
3. Must complete marriage preparation and obtain a letter of permission from the Bishop of the Diocese of Bismarck.

If you are Catholic and residing in another diocese, please be certain to discuss this circumstance with the priest who is preparing you for marriage, as the diocese in which you reside must give delegation for you to be married in the Diocese of Bismarck.

The University of Mary reserves the right to cancel or deny the reservation of any wedding that does not uphold the mission and values of the University of Mary.

Process

Step 1: Request to reserve the Chapel

- Any couple requesting to host their wedding ceremony on the University of Mary campus must first contact the Office of Public Affairs at 701-355-8348 to request a date at least ten (10) months prior to the wedding date.
    - Once a date/time is mutually agreed upon, the reservation will be tentatively held – only to be confirmed once official documentation, security deposit, and payment have been submitted.

Step 2: Obtain special permission from the Bishop of the Diocese of Bismarck

- The University of Mary is not a parish, and therefore each wedding must have the permission of the Bishop to be celebrated at the University; it is a privilege that couples are granted this special permission.
    - Once a date/time is tentatively being held for you at the University, a letter of request should be sent to the Bishop. Upon his approval, he will notify the couple in writing.
    - Official, written documentation from the Bishop of the Diocese of Bismarck is required in order to confirm a wedding ceremony to take place at the University of Mary.

Step 3: Submit necessary documents and payments

In addition to the Letter of Permission from the Bishop of the Diocese of Bismarck, the following payments are to be submitted:

- $200 refundable security deposit (in the form of a check)
    - This check will remain on file until the completion of the event. Once it is confirmed that all facilities were left undamaged and in their appropriate condition, the check will be returned. If University of Mary personnel find the facilities to be damaged or left in an unacceptable condition, this check will be deposited to cover the cost of repairs and or cleaning services.
- non-refundable facility rental fee (see schedule of fees below)
    - Facility rentals will be permitted for up to four (4) hours

Once the Letter of Permission, security deposit, and facility fee are on file with the Office of Public Affairs, your reservation can be confirmed. With this confirmation a meeting now may be requested to discuss ceremony details with the St. John Paul II Center for University Ministry by calling 701-355-8295 or sending an email to umin@umary.edu.

Step 4: Secure a celebrant for the liturgy and complete marriage preparation

- The couple wishing to marry must secure a celebrant (a Catholic priest or deacon) and ensure that he is aware of his responsibilities to conduct a legal marriage in North Dakota. If a couple desires a particular celebrant, it is often helpful to raise this question with him even earlier, while reserving the Chapel. If the celebrant is not from the Diocese of Bismarck, a letter of good standing will need to be exchanged between the respective chanceries.
- The celebrant or another priest or deacon assists the couple in marriage preparation, including necessary paperwork (see www.bismarckdiocese.com/marriage-preparation). Clergy preparing a couple outside of the Diocese of Bismarck may observe the marriage preparation policies of their diocese but are to use the pre-marriage forms found here: www.bismarckdiocese.com/pre-marriage-forms. The "Delegation" section of 'Form A' should be left blank. The completed file is to be sent by the priest or deacon directly to the Bishop of Bismarck who, upon review of the file, will send it with his delegation to the parish in which the University is located (Church of the Ascension), where it will be recorded.

Step 5: Plan the wedding liturgy

- The celebrant chosen by the couple is responsible to assist the couple in planning the liturgy according to the guidelines set forth by the Diocese of Bismarck: www.bismarckdiocese.com/documents/2016/12/PreparingForMarriageSynod.pdf.
- The St. John Paul II Center for University Ministry keeps updated practical information and policies (musicians and music, etc.) here: www.umary.edu/weddings.

Step 6: Obtain a civil marriage license

- No more than 60 days prior to the wedding, the couple must obtain a marriage license. This is to be provided to the celebrant of the wedding, who is responsible to obtain the signatures of the primary witnesses and mail the signed license back to the county. See: www.burleigh.gov/departments/recorder/marriage-information.

Facility Rental Fees

Our Lady of the Annunciation Chapel (Maximum capacity: 450)

- Facility costs will be:
  - Hourly rate not applicable
  - $450/half day (up to 4 hours + 75 minute rehearsal)
  - Full day rate not applicable
- This includes the use of a "bride's room" and a "groom's room" area.
- Proof of insurance is required for all reservations.

Our Lady of the Word Chapel (Maximum capacity: 130)

- Facility costs will be:
  - Hourly rate not applicable
  - $250/half day (up to 4 hours + 75 minute rehearsal)
  - Full day rate not applicable
- This includes the use of a "bride's room" and a "groom's room" area.
- Proof of insurance is required for all reservations.

Benet Chapel (Maximum capacity: 90)

- Facility costs will be:
  - Hourly rate not applicable
  - $250/half day (up to 4 hours + 75 minute rehearsal)
  - Full day rate not applicable
- This includes the use of a "bride's room" and a "groom's room" area.
- Proof of insurance is required for all reservations.

Additional Guidelines

- Weddings will be scheduled according to University chapel availability, which is limited.
- The chapels are reserved for a 4 hour timeframe to allow for set-up, photos, the liturgy itself, and clean up.
- Rehearsals are scheduled the evening before or morning of the wedding, and are subject to the availability of staff from the St. John Paul II Center for University Ministry. Such staff will be present to attend to any particular needs, but the celebrant of the wedding is responsible to conduct the rehearsal.

- Decorations are limited to flowers, tastefully placed in the sanctuary. Florists must provide their own flower stands, and flowers are not to be placed upon the altar itself.
- The gold-leaf reredos walls behind the altars of Our Lady of the Annunciation and Our Lady of the Word chapels are delicate and are to be treated with great care.
- Strapless dresses for brides and bridesmaids are not allowed.
- The chapels of the University are not appropriate places for food or drink or the use of phones for calling or texting. The celebrant and the couple are asked to clarify this for their guests at the time of decoration/rehearsal.
- All programs, song sheets, or worship aids are to be collected by those using the chapel or by ushers who represent them. Hymnals are to be returned to their proper place. All trash is to be placed in proper containers.
- The use of rice, confetti, birdseed, sparklers (anything that may be left on the ground) is not permitted inside or outside of the chapels.

Wedding Receptions on Campus

At the request of the Bishop of Bismarck, only couples that have permission to host their Wedding Liturgy at the University of Mary will be eligible to submit a request to host their Wedding Reception on campus as well.

Approved

August 2017 by President's Council
20 October 2017 by the Joint Task Force of Annunciation Monastery and the University