

# CATHOLIC CAMPUS MINISTRY AT THE CITADEL

## THE CATHOLIC CHAPLAINCY TO THE CITADEL

THE CITADEL, MSC 58  
171 MOULTRIE STREET  
CHARLESTON, SC 29409-0058

843.953.7693  
WWW.CITADEL.EDU/CATHOLIC  
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## WEDDING POLICY and SACRAMENTAL GUIDELINES

### POLICY

In light of the many requests we receive for marriages to be performed in Summerall Chapel at The Citadel (and Diocesan Policies) along with our commitment to protect the sacredness of the Sacrament of Marriage, the following are the policies that have been established by Catholic Campus Ministry at The Citadel and the parish of Sacred Heart Church for Catholic Weddings at Summerall Chapel.

- 1) Who can have a Catholic Wedding?** Any Baptized and Confirmed Catholic can request a Catholic Wedding but they must meet all of the requirements for marriage in the Catholic Church. This includes conforming to the Catholic Church's definition of marriage as a union between one man and one woman.

The Pastor at Sacred Heart Church has Pastoral responsibility for weddings at Summerall Chapel. There may be a Catholic Chaplain assigned to the Citadel at the time of your wedding. You may inquire if he is available to perform your ceremony.

**Visiting Priests or Deacons** – You can always arrange for a Priest or Deacon of your own choosing to officiate at your wedding. The Priest or Deacon will need to provide a letter confirming they are in good standing with the Catholic Church and that they are requesting delegation to witness the wedding from the Pastor of Sacred Heart Church.

***If his request to preside is honored, your presider should be aware that all prenuptial paperwork is required to be at the Office of Matrimonial Concerns at least 90 days before the wedding. In addition, your presider will need to bring his own vestments.***

- 2) What are the requirements for a Catholic Wedding in Summerall Chapel?**  
There are numerous requirements that must be met for any Catholic Wedding to take place in Summerall Chapel. The following list is not exhaustive but does include the major requirements.
- 3) *It is critically important that all couples read and comply with each of the following:***

- a) At least one of the parties to the marriage must be a Baptized, Confirmed Catholic. We presume that at least one party in the proposed marriage is an **ACTIVE** and **PRACTICING CATHOLIC** and registered in a Catholic parish.
- b) No prior marriages, civil or common law, can exist for either party (Catholic or non-Catholic) unless these prior marriages have been annulled by the Catholic Church. This includes previous marriages entered into by non-Catholics or those who have recently joined the Catholic Church. If this is your situation you need to contact your Pastor or Parish Priest BEFORE making any wedding plans or entering into a contract with any wedding vendors/venues!
- c) All couples are required to have the following: **(Parishioners of Sacred Heart Church will have the first two letters provided for them and will only need the third letter if they are using a priest or deacon from outside the parish – then item iii is required.)**
- i) A letter stating their membership in a specific Catholic parish and with the permission of the pastor granted to be married elsewhere in order to schedule their Catholic marriage at Summerall Chapel. **See Attachment A.**
- ii) A letter signed by a priest or a deacon stating that he will be responsible for all pre-marital counseling and paperwork for the couple (to include dispensations or permissions if required) and will forward this paperwork NO LESS than one month prior to your wedding date through proper diocesan channels to the Office of Matrimonial Concerns at The Diocese of Charleston. **Couples are reminded that pre-marital counseling in the Catholic Church MUST begin a minimum of six months prior to your proposed marriage date!**
- (Couples who live in Charleston and are participating members of Catholic Campus Ministry at The Citadel or Sacred Heart Church may be able to receive their pre-marital counseling, paperwork and permissions from the Pastor of Sacred Heart Church or his delegate.) **See Attachment B.**
- iii) A letter signed by the priest or deacon who will be the Official Witness of the Church and who will preside at your wedding stating that he will be present for your wedding and that he is requesting proper delegation. You may request that a priest or deacon of your own choosing preside as your Official Witness. Any priest or deacon in good standing with the Catholic Church may be the Official Witness and presider. This letter should state that an official letter of the Priest's or Deacon's good standing in the Catholic Church has been requested and will be sent to Sacred Heart Church. **See Attachment C.**

**No Catholic Wedding can be confirmed in Summerall Chapel until all three letters are received by the Sara Cavallon, Sacred Heart Catholic Church,**

**888 King Street, Charleston, SC 29403. Until then a Wedding can only be tentatively scheduled.**

**Marriage Preparation is required of all couples!**

*d)* The Catholic Campus Chaplain may be consulted as to the desired date for your wedding if you wish for him to be the Official Witness of the Church and to preside at your wedding. First priority goes to members of The Citadel Catholic Campus Community; second goes to Catholics residing in the Diocese of Charleston. All others will be considered on an individual basis. Neither the parish of Sacred Heart Church, the Pastor, Deacon, or the Wedding Coordinator is responsible for finding you a presider if the Pastor or Deacon is not available.

**4) What days and times may I schedule a wedding at Summerall Chapel? There are two steps you MUST follow:**

*a)* Weddings are first scheduled with Summerall Chapel by Mrs. Nicole DeNeane at The Citadel. **You must FIRST schedule your wedding date and time with Mrs. DeNeane– THEN you must confirm that date and time with the Catholic Wedding Coordinator and Sacred Heart Church!** Sunday Weddings for Catholics are rarely scheduled and are done only at the discretion of the Pastor. Mrs. DeNeane’s contact information is:

**Mrs. Nicole DeNeane**

Department: Religious Activities

Job title: Chapel Music and Use Coordinator

E-mail: [ndeneane@citadel.edu](mailto:ndeneane@citadel.edu)

Phone: 843-953-5049

*b)* Secondly, couples must contact Mrs. Sara Cavallon at Sacred Heart Parish, immediately after reserving a date with Summerall Chapel. She is responsible for collecting the necessary paperwork to secure a Catholic wedding. Catholic weddings are usually celebrated on Saturday and rarely on Sundays by permission. There are also seasonal considerations for Advent/Christmas and Lent/Easter. **ONLY after you have confirmed your wedding date with Mrs. DeNeane, Sacred Heart Church, and the Catholic Wedding Coordinator at The Citadel will your Catholic Wedding be confirmed in Summerall Chapel.**

Mrs. Cavallon’s contact information:

**Sara Cavallon**

**Sacred Heart Church**

888 King Street, Charleston, SC 29403

E-mail: [weddingcoordinator@sacredheartcharleston.org](mailto:weddingcoordinator@sacredheartcharleston.org)  
843.722.7018

Mrs. Cavallon at Sacred Heart Church is the person through whom couples will finalize the scheduling of their wedding. Mrs. Cavallon will be responsible for ensuring all of your paperwork and records are properly kept. Questions regarding the particulars of your wedding should be directed to Mrs. DeNeane, Catholic Wedding Coordinator. She may at times contact you and your presider directly about your wedding.

Mrs. DeNeane's contact information is:

**Mrs. Nicole DeNeane**  
Catholic Wedding Coordinator  
E-mail: [denen93@bellsouth.net](mailto:denen93@bellsouth.net)  
Phone: 843.819.5515

- 5) If you are requesting the Catholic Campus Chaplain to be the Witness of the Church and the Presider at your wedding you must coordinate his availability for the date and time with Mrs. Cavallon. She will notify you if he is available and confirm his commitment to be the Witness of the Church and Presider for your wedding.
- 6) Sacred Heart Church is the place of record for your wedding file. Should you need any information from your wedding file you can contact the parish office at:

**Sacred Heart Church**  
888 King Street  
Charleston, SC 29403  
E-mail: [jpayne@charlestondiocese.org](mailto:jpayne@charlestondiocese.org)  
843.722.7018

# **Sacramental Guidelines Marriage**

## **INTRODUCTION**

A wedding is an important day filled with many details and customs. It is safe to assume that couples preparing for marriage are working hard at getting all the details correct. Similarly, Catholic Campus Ministry at The Citadel and Sacred Heart Church endeavor to make your wedding ceremony a most joyous and problem free occasion. The guidelines contained in this file are designed to help you prepare for and plan your wedding ceremony according to the Rite of Christian Marriage and the particular customs of Summerall Chapel.

## **FIRST THINGS**

**Arrangements for your wedding are to be made by the bride or the groom.**

It is important that those making an adult commitment to marry handle the details of their wedding personally. Too many “misunderstandings” can occur in dealing with parents, relatives and wedding consultants. The couple needs to be aware of, and approve, all arrangements involving their wedding day – to include any changes. For this reason, the staff and clergy of Catholic Campus Ministry at The Citadel and Sacred Heart Church will not deal with any third party (i.e., parents, bridal party members) in making reservations or in planning a wedding.

## **Seasonal Considerations**

Decorations in the Church for certain seasons of the Liturgical Year must remain in the church during your wedding. Such seasons are Advent/Christmas and Lent/Easter. Of these, the Lenten Season has particular restrictions. Due to the penitential nature of Lent, all services must be very subdued, to include weddings, which is contrary to the nature of the wedding celebration. The liturgical color of the season is violet and only greenery is permitted. (No flowers – with the exception of those carried by the Bridal party.) Also, the music that may be used during Lent is typically less celebratory. If you choose to have a wedding during one of these liturgical seasons (particularly during Lent) please be aware of these limitations. Finally, weddings are not celebrated on Christmas Day, Easter Sunday or during the Easter Triduum.

## **Receiving lines**

Receiving lines after the ceremony are not permitted. They should also not be held outside the Chapel, causing a delay in the departure of the congregation and the taking of the post-wedding photographs. They should properly be held at the wedding reception.

### **Brides' Room**

Summerall Chapel does have a brides' room located in Mark Clark Hall, room 340. The room is available two hours before the wedding at no charge.

### **Miscellaneous**

**NO** rice, birdseed, confetti, candy, bubbles or flower petals are to be used in or near the church as it creates a safety hazard and a cleaning problem

### **COUNTDOWN TO YOUR WEDDING**

#### **Eighteen months to One year prior to your wedding**

Contact the Chapel Coordinator (Mrs. DeNeane) and request a reservation for your wedding. Once a date and time and Presider have been confirmed complete the Wedding Contract for Sacred Heart Church and return it to the parish. **See Attachment H.**

#### **Sara Cavallon at Sacred Heart Church:**

**[weddingcoordinator@sacredheartcharleston.org](mailto:weddingcoordinator@sacredheartcharleston.org)**

If you wish to have a guest priest or deacon preside at the ceremony you may do so. If you wish to have the Catholic Campus Chaplain preside you must contact him through the Mrs. Sara Cavallon at Sacred Heart Church, before you confirm a date and time with Summerall Chapel. (The ordinary ministers of a wedding ceremony are bishops, priests and deacons. No other individuals may officiate at Catholic weddings. Ministers from other denominations or faiths may be present and may participate in a limited role as agreed to by the Priest or Deacon.)

Schedule subsequent meetings with your parish priest/deacon (or the presiding priest/deacon) to plan and prepare the wedding ceremony. Such meetings will include a prenuptial questionnaire, pre-marital counseling, and may include completion of the FOCUS instrument as well as a general discussion about the wedding liturgy. You will complete all of this instruction with the priest, deacon or his representative as outlined in the Wedding Policy. **See Attachment E.**

#### **Approximately six months prior to your wedding (or sooner)**

Obtain the following documentation and send to the priest completing your paperwork:

- Catholics – A recent copy of your baptismal certificate.
- Other Christian Denominations – A copy of your baptismal record.
- Other documentation as may be requested by the presiding priest.

Complete a Marriage Preparation Program  
Pre-marital Counseling from a Priest or Deacon

## **MARRIAGE PREPARATION PROGRAMS**

All couples planning to be wed in a Catholic ceremony should complete a Marriage Preparation Program within their diocese. For couples residing in Charleston appropriate programs include:

### **Living a Joy Filled Marriage**

This Marriage Preparation Program for engaged couples planning to be married at Summerall Chapel is a full day program that will enable you to discuss honestly with each other your strengths and weaknesses; family living, communication, finances, Christian sexuality, the Sacrament of Matrimony and your role in the Church and society.

The name of the program is "Living a Joy Filled Marriage". Here is the link:

[www.sccatholic.org/living-joyfilled-marriage.com/](http://www.sccatholic.org/living-joyfilled-marriage.com/). We are using the "Living a Joy Filled Marriage" component, with some supplementation from the "God's Plan" component.

### **Where and When:**

The program is now held at Diocesan Pastoral Center at 901 Orange Grove Blvd., Charleston, SC. Registration is at 8:30 a.m. and the program concludes by 4:30 p.m. You must stay for the entire day to receive your certificate. Continental breakfast, snacks and lunch will be provided. Dress should be casual and comfortable.

For additional information on Sacred Heart's Pre-Cana Ministries select the link below:

<http://www.pre-canacharlestonsc.org/>

For information on upcoming dates contact Gary Ludlam at 843.364.2729

Those with pre-existing conflicts should consult the presiding priest for options. Those who live outside the Diocese of Charleston are expected to attend similar programs where they live.

The Office of Family Life at the Diocese of Charleston can help locate other programs in the state and will do individual programs for special situations (military, police officers....) their email is [FamilyLife@catholic-doc.org](mailto:FamilyLife@catholic-doc.org) and office number is 803.547.5063.

### **One Month prior to your wedding (or sooner)**

Complete the Wedding Coordinator's Questionnaire and Final Details (**See Attachments F and K**) and your worship aid (**See Attachment G**) and give them to the Wedding Coordinator no less than 30 days prior to your wedding.

### **Two weeks prior to your wedding (or sooner)**

Payments of all professional fees are to be paid NOT later than the rehearsal. Cash or check is accepted. All payments should be made out to the name of the person contracted for that service. Names are available through Nicole DeNeane.

### **SCHEDULE OF FEES (See Attachment H)**

Catholic Campus Ministry asks for an offering for all Catholic Weddings. This offering is a gift to the church. Additional fees are paid to the professionals you hire to ensure your wedding is a memorable celebration. The Catholic Wedding Coordinator, Mrs. Nicole DeNeane, will track all Catholic weddings at Summerall Chapel and ensure that all necessary paperwork and requirements are completed to include the payment of fees.

**The Priest or Deacon who officiates at your wedding does not have a fee. However, if you should like to give a gift in appreciation for their presence, it will be gratefully received.**

### **REFUNDS (See Attachment H)**

Refunds of professional fees will be according to the schedule on **Attachment H**. Certain fees are NOT fully refundable. These are detailed in the attachment.

### **Prior to your wedding**

All couples married at Summerall Chapel must obtain a South Carolina State Marriage License. The license MUST be in the possession of the Priest or Deacon witnessing your marriage. NO WEDDING can take place without a marriage license. You may bring the marriage license to Sacred Heart Church at any time prior to your rehearsal, or you may bring the license to the rehearsal itself, but **NOT LATER** than the rehearsal! **See Attachment I** for details on how to apply for a SC Marriage License.

### **THE WEDDING LITURGY**

The wedding liturgy is to be prepared in consultation with the Wedding Coordinator (Mrs. Nicole DeNeane), the Presiding Priest or Deacon, and the Music Director. Options for appropriate wedding readings and prayers will be provided to you by Mrs. DeNeane.

According to the General Instruction for the Roman Missal, "When the Sacred Scriptures are read in the Church, God himself speaks to his people, and Christ, present in his word, proclaims the Gospel. Therefore, the readings from the Word of God are to be listened to reverently by everyone, for they are an element of the greatest importance in the Liturgy..."



**The faithful should sit during the readings** before the Gospel and the Responsorial Psalm and for the Homily and during the Preparation of the Gifts at the Offertory; and, if appropriate, they may sit or kneel during the period of sacred silence after Communion.”

Sitting of the bridal party, the bridal couple, and the congregation during the Liturgy of the Word is **required of all Catholic weddings**, whether it is a Nuptial Mass or a Wedding Outside of Mass.

## MUSIC

**Music Director – Mrs. Nicole DeNeane – email: [ndeneane@citadel.edu](mailto:ndeneane@citadel.edu)**

**Wedding Music** – All music at Catholic Weddings must be live. NO pre-recorded music is permitted. This means you **must** hire a **CANTOR!** Mrs. DeNeane will advise.

**Congregational Singing** – All liturgical ritual is intrinsically musical, including wedding liturgies, and should provide a variety of musical expressions, including music for the congregation. Participation in the singing by the congregation is another way in which the married couple is supported by their families and friends. For these reasons, congregational singing is normative for wedding liturgies.

**Vocal and Instrumental Solos** – The following parts of the wedding liturgy are appropriate for vocal or instrumental solos and may be chosen by the couple:

Prelude Music

Mothers' Entrance, if done (very brief)

Preparation of the Gifts

Communion

After Communion (The Music Director will help you with all these selections.)

**Processional and Recessional Music** – Traditionally, these are instrumental pieces, usually organ (and trumpet if desired). The couple may choose one piece for the Processional and one piece for the Recessional.

**Musical Styles** – Catholic teaching on liturgical music norms are time-tested and firm. Musical choices are limited to accepted styles and forms, such as hymns, songs based on biblical passages or religious poetry, and instrumental music that respect the sacred character of the sacrament. The Music Director reserves the right of final approval on all wedding music selections.

**Guest Musicians** – Summerall Chapel uses staff musicians for all weddings. Approval of any guest musicians is at the discretion of the Music Director.

**Bag Pipe Players** – Couples occasionally employ bag pipers to play at weddings. The best place for bag pipers is out of doors. Bag pipe music is permitted within reason

inside the Chapel where appropriate. This must be coordinated with, and receive approval from, the Music Director.

## **SCRIPTURE READINGS**

There are a variety of appropriate scripture readings contained in a document Mrs. DeNeane will provide to you. You may choose from these. You will need to choose 1 Old Testament reading, 1 New Testament reading, 1 reading from the Gospels, and the General Intercessions (one from each section). The Psalm is sung and will be chosen with the Music Director. Readings from other sources, sacred or secular, may not be used during the Liturgy of the Word.

## **UNITY CANDLE**

In recent years the Unity Candle has become a popular wedding additive. While its origins are uncertain, there is no provision for such a candle and its accompanying lighting ceremony in the Rite of Catholic Marriage. If couples wish to use a Unity Candle they are encouraged to incorporate it into a blessing before the meal at their reception. The link below shows two possible uses:

<http://togetherforlifeonline.com/unity-candle-ceremony/>

## **PEW CANDLES**

These candles are available for every wedding. No additional candles may be brought into the chapel.

## **PHOTOGRAPHERS and VIDEO**

Photographers and videographers may film the wedding liturgy but are not to intrude upon the service. They are not to be visible to the congregation during the ceremony. Flash photography and light bars may not be used during the service. Photographers and videographers do not come into the Sanctuary area at all during the service. At no time during the ceremony are photographers allowed forward of the guests. They are to remain stationary through the ceremony. They may set up remote equipment in the Sanctuary as long as it is discreet and does not detract from the ceremony. The Presider has final approval over the placement of remote equipment in the sanctuary. The Wedding Coordinator will assist these vendors in the proper places from which to take pictures and video during and after the service. Usually the wedding party will pose for photographs immediately following the ceremony. Post-wedding photography should be completed in the time allotted to you by the Citadel.

## **FLOWERS and DECORATIONS**

Flowers are coordinated through Summerall Chapel and Mrs. DeNeane. They are included in your use of Summerall Chapel. No more than two arrangements are allowed on the center altar. (The Seasons of Lent and Advent have restrictions on flowers in the church for Catholic Weddings.) Floral pew markers may be used only if they do not damage the pews (no tacks, nails, pushpins, scotch tape or metal clips are allowed). If flower girls participate in the wedding, they **may not drop petals on the floor**. Artificial flowers and greenery are not appropriate and may not be used, nor may arbors be erected in the Chapel. It is the responsibility of the florist to coordinate delivery of the flowers to the chapel at a time convenient to Summerall Chapel Staff and Sexton. If additional flowers (such as corsages and boutonnieres) are to be delivered to the chapel, it is the responsibility of the florist to ensure that someone will be available to receive them.

### **ALTAR SERVERS**

If you are having a Nuptial Mass (rather than a Marriage Ceremony Outside of the Mass) you may have up to three Altar Servers. You may provide your own Altar Server(s) from family members or friends as long as they are trained and actively serving in a Catholic parish. You may also request that Mrs. DeNeane find Altar Servers for your Nuptial Mass. A gift is appropriately given to each server. **See Attachment H.**

### **PARKING AT THE CITADEL AND SUMMERALL CHAPEL**

Limited parking is available at Summerall Chapel for weddings. **See Attachment J** for specific parking areas, times and limitations. Parking is generally available two hours before your wedding is scheduled to begin. It is always a good idea to check with Mrs. DeNeane before your wedding about any campus-wide events that may affect the availability of parking.

### **CATHOLIC CAMPUS MINISTRY AND SACRED HEART CHURCH WEDDING POLICY**

All Catholic Weddings at Summerall Chapel must adhere to the Catholic Campus Ministry at The Citadel and Sacred Heart Church Wedding Policies.

### **CATHOLIC WEDDING COORDINATOR**

**Mrs. Nicole DeNeane**

Job title: Wedding Coordinator

E-mail: [denen93@bellsouth.net](mailto:denen93@bellsouth.net)

Phone: 843.819.5515

The Catholic Wedding Coordinator is an independent contractor contracted by Catholic Campus Ministry at The Citadel whose responsibilities include conducting the wedding rehearsal and being present for the wedding ceremony to organize the various components. The Catholic Wedding Coordinator is required for all Catholic Weddings at

Summerall Chapel. (The Presiding Priest or Deacon may or may not be present at the wedding rehearsal.) The Catholic Wedding Coordinator is not authorized to make adjustments to the content of the wedding ceremony already agreed upon by the couple, the Music Director, and the Presiding Priest or Deacon. Please be sure to have all arrangements finalized prior to the wedding rehearsal.

### **WEDDING REHEARSAL**

The rehearsal for the wedding ceremony is usually held the night before the wedding; however, special circumstances may necessitate other arrangements. Please contact the Catholic Wedding Coordinator to review the details of your wedding rehearsal. Your rehearsal may be scheduled back-to-back with another rehearsal so it is important for all to be on time. The rehearsal will be conducted by the Wedding Coordinator. A Priest or Deacon may also be present. Please be sure all arrangements are finalized with the Presiding Priest or Deacon before the rehearsal.

### **DIRECTIONS TO SUMMERALL CHAPEL**

**Location** – Summerall Chapel is located on the campus of The Citadel, The Military College of South Carolina at 171 Moultrie Street, Charleston, SC 29409.

## Attachment A

Sample letter confirming membership in a specific Catholic parish from the Pastor, stating that he has no objection regarding a marriage outside of the parish in another Catholic Church:

### (Parish Letter Head)

(DATE)

Rev. Renaurd West  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that **(Name or Names of parishioners wishing to be married at Summerall Chapel)** is a **(are)** member(s) in good standing of **(Name of Parish on Letter Head)**. I have no objections to **(him/her/them)** having their marriage witnessed at Summerall Chapel at The Citadel in Charleston on **(date of marriage)** to be witnessed by **(name of Priest or Deacon witnessing the vows)**.

I wish the couple every blessing in their married life together.

Sincerely in Christ,

**(Signature block of Pastor with signature)**

## Attachment B

Sample letter confirming that a Priest or Deacon will accept full responsibility for ensuring that a couple is adequately prepared to celebrate a marriage in the Catholic Church:

### (Parish Letter Head)

(DATE)

Rev. Renaurd West  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that I will complete all necessary marriage preparation for the marriage of **(Names of couple wishing to be married)** in Summerall Chapel at The Citadel, Charleston, SC on **(date of marriage)** to be witnessed by **(name of Priest or Deacon witnessing the vows)**. I understand that this is to include all pre-marital counseling and paperwork (to include dispensations or permissions if required) and that I am responsible for forwarding a completed wedding file NO LESS than one month prior to the wedding date through my proper diocesan channels to then be forwarded by my diocese to the Office of Matrimonial Concerns at the Diocese of Charleston.

I understand that no paperwork will be sent directly from myself to Catholic Campus Ministry at The Citadel or to Sacred Heart Church or be given to the couple. All paperwork will be sent from diocese to diocese. The Office of Matrimonial Concerns at The Diocese of Charleston will forward the completed marriage file to Sacred Heart Church.

I wish the couple every blessing in their married life together.

Sincerely in Christ,

**(Signature block Priest or Deacon preparing couple with signature)**

## Attachment C

Sample letter confirming that a Priest or Deacon will be the Official Witness of the Church at the wedding of the couple and that a letter from their diocese or religious superior is being sent confirming that they are in good standing in the Catholic Church:

### (Parish or Personal Letter Head)

Rev. Renaurd West  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that I have agreed to be the Official Witness of the Church for the marriage of **(Names of couple wishing to be married)** in Summerall Chapel at The Citadel in Charleston, SC on **(date of marriage)** and will preside at their **(Nuptial Mass or Wedding Ceremony)**. If for any reason I should not be able to meet this commitment in the future I will assist the couple in finding a replacement for myself. I fully understand that by making this commitment that you, Catholic Campus Ministry at The Citadel, and the parish of Sacred Heart are not responsible for this proposed marriage ceremony and that you will not be able to assist in finding a replacement should I no longer be able to preside.

I have also requested a Letter of Good Standing from my **(bishop or religious superior)** and have asked that the letter be sent directly to Sacred Heart Church.

Finally, I request that I be granted delegation to witness this marriage in accordance with Canon Law.

I wish the couple every blessing in their married life together. Thank you for your assistance in helping to make their wedding day a memorable celebration.

Sincerely in Christ,

**(Signature block of Priest or Deacon with signature)**





Name:

Name:

City:

City:

State:

State:

Phone:

Phone:

Best Man:

Maid/Matron:

We have read all the regulations concerning marriage preparation and the celebration of weddings under the auspices of Catholic Campus Ministry at The Citadel and Sacred Heart Catholic Church. We agree to comply with these and any subsequent additions to the approved policy of the Parish and the Diocese of Charleston. We understand and accept the conditions that we and all members of our wedding party, as well as all persons attending our wedding and/or rehearsal, must follow regarding personal conduct and the use of the designated parish facilities. We release Catholic Campus Ministry at The Citadel, Sacred Heart Catholic Church, and the Diocese of Charleston, as well as their agents, from any and all claims and demands from injuries and/or damages which may or shall result while in said facilities or anywhere on the premises.

**Note: Please return this form to above address with the church offering, (\$100.00 - check should be made out to Catholic Campus Ministry), as well as a check for \$100.00 for Sara Cavallon. (See Attachment H.)**

Grooms' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail this contract and the necessary checks to Mrs. Cavallon's attention to the address on the previous page.**

## **Attachment E**

This attachment outlines all of the wedding file documents that should be included in a marriage file. It also details the level of pre-marital counseling that is expected.

### **Documents Required for Catholic Marriages:**

- **Prenuptial Questionnaire**
- **Affidavits Regarding the Freedom of the Individual to Marry (2 each)**
- **Request for Dispensation or Permission (IF needed – the priest or deacon preparing you will explain)**
- **Baptismal Certificate – Catholics must present a NEW Baptismal Certificate signed and dated within the last six months WITH notations. Notations should give the date and place of any subsequent Sacraments – usually First Eucharist and Confirmation. Non-Catholics baptized in other Christian faiths need to provide some record of their baptism.**

### Documents Required by Sacred Heart Church for Catholic Marriages:

- **Wedding Contract confirming Summerall Chapel for a specific date and time**
- **Certificate of Completion from an approved Pre-Marital Counseling Program**
- **Letter or statement from the Priest or Deacon preparing you that you have been adequately prepared to receive the Sacrament of Holy Matrimony in the Catholic Church. This statement may be included as part of the completed Marriage File.**
- **Wedding Coordinator’s Questionnaire completed and returned no later than one month prior to your wedding date.**

### Documents Required by the State of South Carolina for Marriages:

- **Marriage License**

## Attachment F - Wedding Coordinator's Guide

*(Please returned completed form to Wedding Coordinator at least 30 days before the wedding.)*

**Wedding of:** Click here to enter name of Bride and Groom.

**Date:** Click here to enter text.

**Time:** Click here to enter text.

**Number of Guests:** Click to enter #.

**Presider:** Click or tap here to enter text.

**Maid of Honor:** Click here to enter name.

**Best Man:** Click here to enter name.

**Matron of Honor:** Click here to enter name.

### Select one option:

**Liturgical Procession:** Cross Bearer, Presider, Groom & Best Man (side by side), Groomsmen, Bridesmaids (paired for bridal parties larger than 5 on each side), any small children, Maid of Honor, Bride & Father

**Traditional Procession:** Groom, Best Man & Presider come from sacristy, then Groomsmen, Bridesmaids (paired for bridal parties larger than 5 on each side), any small children, Maid of Honor, Bride & Father

**Groomsmen in order of how you wish them to enter the church** (starting with the groomsman furthest from the groom):

List groomsmen by first and last name, separated by commas, starting with groomsman furthest from the Groom.

**Ring Bearer:** Click or tap here to enter name.

**Bridesmaids in order of how you wish them to enter the church** (starting with the groomsman furthest from the bride):

List bridesmaids by first and last name, separated by commas, starting with bridesmaid furthest from the bride.

**Flower Girls:** Click or tap here to enter name/s.

**Who will escort the Bride's Mother?** Click here to enter name.

**Who will escort the Bride's Grandmother?** Click here to enter name.

**Who will escort the Bride's Grandmother?** Click here to enter name.

**Who will escort the Groom's Mother?** Click here to enter name.

**Who will escort the Groom's Grandmother?** Click here to enter name.

**Who will escort the Groom's Grandmother?** Click here to enter name.

**List those for whom corsages, boutonnieres, or personal flowers are intended:**

List here the names of people to receive these types of flowers other than bridesmaids and groomsmen. People like parents, grandparents, readers, greeters, gift bearers, etc.

**Will there be pew markers?** Type YES or NO. If yes, how many? Type # here.

**Will there be altar servers?** Type YES or NO.

**If yes, what are their names?** Type names of altar servers here.

**If you are having a Mass, who will carry the gifts of bread and wine to the altar?**

[Click here to enter names of gift bearers](#)

**If you are having a Mass, approximately how many people might receive the Eucharist?** Type # here.

**List your reading citations and the readers for each:**

1<sup>st</sup> Reading: Type reading citation here. **Reader:** Type reader's name here.

2<sup>nd</sup> Reading: Type reading citation here. **Reader:** Type reader's name here.

Gospel: Type reading citation here. **Reader:** Your presider

General Intercessions: Type Set # here. **Reader:** Type reader's name here.

**Is there anything else your wedding coordinator needs to know about your wedding?**

Type out any special considerations or details that may be important for your wedding coordinator to know about for your wedding.

*Please be sure to bring your marriage license and all payments due to the rehearsal.*



# Attachment G – Page 1 – Importance of Wedding Programs

This attachment explains the need for a Worship Aid or Wedding Program at all Catholic Weddings and details options (including costs) for their design.

Catholic Weddings are by nature communal celebrations that encourage the full participation of those gathered to celebrate the marriage of the couple. Wedding guests are encouraged to participate fully in the celebration of the Nuptial Mass or the Marriage Rite Outside of the Mass. In order for guests to fully participate a Worship Aid or Wedding Program is needed.

The couple is responsible for the printing of the Worship Aid or Wedding Program for their guests. The design can be simple or complex but **MUST** be approved before printing by the Wedding Coordinator. There are two options for receiving approval:

1. First Option: At a cost of \$40.00 (payable to Nicole DeNeane), the Wedding Facilitator will design a basic proof for your Worship Aid or Wedding Program ensuring that everything is in proper order and suitable for printing.
2. Second Option: You may design a proof for your Worship Aid or Wedding Program using the following outlines and submit it for approval to the Wedding Coordinator prior to printing. There is NO CHARGE for review and approval in this option; however, the design work must be done by the couple or a third party.

The following two pages have the outlines needed to design your Worship Aid or Wedding Program.

# Attachment G – Page 2 – Wedding Outside of the Mass

This attachment is an outline for a Worship Aid or Wedding Program

Cover:

Names of Bride and groom

Wedding date and time

Location

Seating of Mothers

Music choice

Procession

Music choice

Greeting

Opening Prayer

Liturgy of the Word:

First Reading

Book and verses (ex: Genesis 2: 18-24)

Responsorial Psalm

List Book and verse

Response for guests to read and participate. (ex: The Lord is kind and merciful)

Second Reading

Book and verses

Gospel Acclamation

Alleluia (or appropriate Lenten Gospel Acclamation, as needed)

Gospel

Book and verses

Homily

Rite of Marriage:

Introductory Address

Exchange of Consent

Blessing & Exchange of Rings

General Intercessions

Response: Lord, Hear our prayer.

The Lord's Prayer

Nuptial Blessing

Closing:

Final Blessing

Recessional

Music choice

# Attachment G – Page 3 – Nuptial Mass

This attachment is an outline for a Worship Aid or Wedding Program

Cover:

Names of Bride and groom

Wedding date and time

Location

Seating of Mothers

Music Selection

Procession

Music Selection

Greeting

Gloria

(congregation led in song by the cantor)

Opening Prayer

Liturgy of the Word:

First Reading

Book and verses (ex: Genesis 2: 18-24)

Responsorial Psalm

List Book and verse

Response for guests to read and participate. (ex: The Lord is kind and merciful)

Second Reading

Book and verses

Gospel Acclamation

Alleluia (or appropriate Lenten Gospel Acclamation, as needed)

Gospel

Book and verses

Homily

Rite of Marriage:

Introductory Address

Exchange of Consent

Blessing & Exchange of Rings

General Intercessions

Response: Lord, Hear our prayer.

Liturgy of the Eucharist:

Preparation of the Altar and Gifts

Holy (Sanctus)

Memorial Acclamation

Great Amen

The Lord's Prayer

Nuptial Blessing

Lamb of God

Communion Hymn

Music Selection

Prayer after Communion

Final Blessing

Recessional

Music Selection



# Attachment H – Page 1

This attachment outlines all of the wedding offering and fees.

Payments of all professional fees are to be paid in cash or check at NOT later than the rehearsal.

Catholic Campus Ministry at The Citadel asks for an offering for all Catholic Weddings. This offering helps to defray the costs to our ministry to coordinate and supply liturgical support for Catholic Weddings in Summerall Chapel. Additional fees are paid to the professionals you hire to ensure your wedding is a memorable celebration. The Catholic Wedding Coordinator, Mrs. Nicole DeNeane, will track all Catholic weddings at Summerall Chapel and ensure that all necessary paperwork and requirements are completed. Mrs. Nicole DeNeane will ensure the payment of fees to all others:

## OFFERING:

**Active Cadets, Students, Faculty and Staff: No Offering asked**

**Family and friends who actively support Catholic Campus Ministry at The Citadel: No Offering asked**

**All others: A suggested offering of \$100.00 is gratefully received.**

*The offering is made payable to **Catholic Campus Ministry at The Citadel** and is due with the contract.*

## FEES:

**Wedding Coordinator: \$250.00 is paid NOT later than the rehearsal date.**

**Administrative Fee: \$100 due with the contract.**

This fee is nonrefundable as Mrs. Cavallon does a great deal of work on your behalf prior to the rehearsal and wedding. She deserves to be compensated for this work. *This fee is made payable to **Sara Cavallon**.*

**Altar Servers: \$20.00 is paid NOT later than the rehearsal date. A gift of at least \$20.00 per server is suggested for family members or friends of the couple who serve.**

The Wedding Coordinator will give you the name of the person serving if you are using a church server.

**Sexton: These fees are coordinated through Mrs. DeNeane.**

**Musician's fees: These fees (Organist, Cantor, Bag Piper, etc.) are coordinated through Mrs. DeNeane.**

*The fees for the Sexton and musicians are paid directly to the **individuals**. The Music Director will give you the names of these individuals for you to write your checks in advance for payment (Or Cash) to the rehearsal. These fees are to be paid NOT later than the rehearsal.*

## Attachment H – Page 2

Ninety minutes is considered a reasonable period of time for the services of musicians at the rate given in the schedule of fees above. Beyond ninety minutes, musicians may need to leave due to preexisting commitments.

The offering for the Catholic Campus Ministry is accepted at the time the contract is submitted. The Fee for the Wedding Coordinator and Altar Server (If used) are to be paid NOT later than the rehearsal. Couples are responsible for fulfilling the basic fees outlined above. (Those with financial difficulty are asked to speak with the priest who will preside at the wedding or the Catholic Chaplain at The Citadel.)

### **REFUNDS**

We understand that there are times when wedding plans unfortunately must be changed. We want to make this as easy as possible for you should this happen with your wedding. Below is the schedule for refunds and our reasons for withholding portions of the fees:

**OFFERING: The offering is generally not refunded as this is a gift to Catholic Campus Ministry at The Citadel and is not meant to be a payment for any services.**

### **FEES:**

#### **Wedding Coordinator:**

**Prior to the rehearsal \$250.00 of the Wedding Coordinator's fee is refundable.**

**After the rehearsal \$150.00 of the Wedding Coordinator's fee is refundable.**

#### **Altar Server:**

**If a parish Altar Server is used the entire \$20.00 fee is refundable prior to the wedding.**

#### **Sexton and Musicians fees (Organist, Cantor, Bag Piper, etc.):**

**All fees and refunds, if any, are to be discussed with Mrs. Nicole DeNeane.**

# Attachment I

## South Carolina – How to Apply for a Marriage License

### ► [SC Wedding Guide](#)

To get married in the state of South Carolina, you need to obtain a marriage license. The following requirements apply to both residents and non-residents:

- The bride and groom must appear together at the office of a [South Carolina county probate judge](#) and file a written application. This application asks for the full name, social security number, age, and place of residence of the bride and the groom. It is a sworn statement that must be signed by the bride and the groom and then notarized in the office of the probate judge.
- Some probate judges require both the bride and groom to show their social security cards.
- There is a waiting period after the application is filed before the license can be picked up and the marriage can take place. This waiting period varies from county to county, so please contact the appropriate [county probate judge](#) at least a week before you plan to get married.
- If you are 18 years old or older, you do not need parental consent. But you must provide proof of your age (or simply identification if you're over age 25) by presenting one of the following:
  - Valid driver's license
  - Original birth certificate or a certified copy of your birth certificate
  - Current military identification card
  - Current passport
- If you are under the age of 18, parental consent can be granted for boys and girls who are at least 16 years old. All minor applicants must file an original birth certificate or a certified copy of their birth certificate, which becomes a part of their permanent application record. The parent or legal guardian of a minor applicant must appear at the same time as the minor to present identification and sign a form consenting to the marriage.
- No blood test or physical exam is required.
- South Carolina residency is not required.
- No proof of divorce is required. (*The Catholic Church DOES require proof as well as an annulment for ALL prior marriages.*)
- The fee for a marriage license varies from county to county.

### **Additional Information**

- A South Carolina marriage license is valid only for marriages performed in South Carolina.
- There is no expiration date for a South Carolina marriage license.
- [South Carolina laws concerning marriage and marriage licenses](#)

### Related SC Wedding Resources

- [Wedding consultants, planners](#)
- [Wedding photographers](#)

# Attachment J

This Attachment shows available parking areas in and around Summerall Chapel and The Citadel campus.

