

St. John Chapel

A Catholic Wedding Chapel

PROCEDURE TO SCHEDULE A WEDDING AT ST. JOHN CHAPEL

Please carefully review the following Chapel Policies:

St. John Chapel is a Roman Catholic Chapel following the guidelines set by The Archdiocese of Detroit. Only Roman Catholic marriages are celebrated here. A six-month period of marriage preparation is *required* according to the *Provincial Guidelines for Marriage Preparation* (1999) adopted by the Bishops of Michigan.

The requirements to schedule a wedding date are outlined below.

1) **BAPTIZED, ROMAN CATHOLIC**

One of the engaged couple must be a baptized, practicing Roman Catholic. If the Catholic party is not registered in a parish, they must register. **Both** persons must be free to marry in the Catholic Church *before* a chapel date can be set. **(ANY AND ALL PRIOR MARRIAGES need to be annulled through your parish before a date can be set or placed on hold. A copy of the final annulment decree needs to be submitted with the Registration Form to place a hold on a chapel date/time.)**

2) **REGISTRATION FORM**

Returning the Preliminary Registration Form begins the process to be married in the chapel and will place a hold on your preferred chapel date/time while you gather the remaining paperwork.

You can register by mailing, e-mailing jgruley@stjohnsgc.com, or faxing the Registration Form to 734.414.1150.

3) **PRIEST PERMISSION LETTER**

Speak with your pastor and request to be married at St. John Chapel.

Have him complete the Priest Permission Letter and return it to us.

Once the permission letter is received your chapel date/time can be confirmed.

The letter can be returned to:

St. John Chapel, Attention: Janet Gruley
44011 Five Mile Road, Plymouth, MI 48170

NOTE: IF BOTH PARTIES ARE CATHOLIC, WE NEED PERMISSION FROM ONLY ONE OF THE PARISHES.

4) **BAPTISMAL RECORDS**

1) The Catholic party(s) must obtain a ***newly issued baptismal*** record from the parish where the Catholic party was baptized, **NOT A PHOTOCOPY OF WHAT YOU HAVE AT HOME**. To request this, call the parish where you were baptized and request to have a new certificate issued to you due to you getting married.

2) If one of the party is baptized of another religion, submit a ***photocopy*** of his/her original baptismal record.

NOTE: The baptismal records should be submitted to the person completing your marriage preparation program. If you are preparing at your home parish, give the baptismal records to your pastor, if you will be preparing at St. John mail the records to : St. John Chapel, Attention: Janet Gruley, 44011 Five Mile Road, Plymouth, MI 48170

5) SECURING A WEDDING DATE

After receipt of the Preliminary Registration Form, the Priest's Permission Letter, and the Baptismal Records (if preparing at St. John), if all is in order, we will be able to confirm your chapel date. According to the *Provincial Guidelines for Marriage Preparation* (1999) adopted by the Bishops of Michigan, we are not able to guarantee, hold or confirm a chapel date until we have verified you are free to marry in the Catholic Church.

6) MARRIAGE PREPARATION

All couples are required to complete a marriage preparation program before marriage in the Catholic Church. The expectation is that couples will complete their marriage preparation program through their home parish. Should this not be possible couples may complete a marriage preparation program coordinated through St. John.

The Marriage Preparation Program at St. John's includes the following:

1) Initial meeting with Marriage Preparation Coordinator to complete the Pre-Nuptial Interview and PREPARE Relationship Survey (\$35)

2) Three sessions with a professional counselor to go over the results of the PREPARE Survey (\$225)

3) Attend an approved marriage preparation seminar. (Price varies based on seminar attending.)

If you have questions or for further clarification, please call Janet Gruley, at (734)414-1104.

7) CHAPEL DATES/TIMES

Fridays: 3:00pm, 5:00pm, 7:00pm

The 5:00pm and 7:00pm chapel times are reserved for those couples also hosting their reception at The Inn at St. John's.

Saturdays: 10:00am, 12:00pm, 2:00pm, 4:00pm, 6:00pm

The 4:00pm and 6:00pm chapel times are reserved for those couples also hosting their reception at The Inn at St. John's with the addition of the 2pm chapel time for the months of May thru October.

Availability of ceremony dates can be obtained by calling the Chapel Administration Office at (734)414-1104 or emailing your requested date to jgruley@stjohnsgc.com

Wedding rehearsals are scheduled with the couple 3 months prior to the wedding date on the Wednesday, Thursday or possibly Friday (*depending on weddings scheduled*) before the wedding day. Rehearsals *can not* be scheduled before this time.

8) WEDDING PRESIDERS

Your Catholic Priest or Deacon is welcome to be the presider of your wedding. You must notify our office of his name, address and phone number at least four (4) months prior to the wedding so that the necessary permission papers can be processed. *Delegation will not be granted until all marriage preparation documents are received by the Marriage Records Office.*

If you do not have a presider, one will be arranged for you.

Weddings between two Catholics will normally celebrate a wedding Mass. (If you prefer a Scripture Service, please notify us.)

Weddings between a Catholic and non-Catholic or one who is not baptized will celebrate a Scripture Service normally conducted by a Catholic Deacon.

A stipend payable to the priest or deacon is an accepted practice.

9) GUEST MUSICIANS

It is required that you use our staff of cantors and keyboardists. You may have a family member or friend sing or play a prelude, and/or communion reflection but our Music Coordinator will need to pre-approve them. Recorded music is not permitted in the chapel.

10) ALCOHOLIC BEVERAGES, ILLEGAL DRUGS

The use of intoxicating drugs and alcohol prior to a marriage may impair sufficient use of reason to make a clear and free choice and invalidate the marriage. Therefore, imbibing in these substances prior to the marriage ceremony will not be tolerated.

These items are not allowed in the Bridal Dressing Room, during the Rehearsal or prior to the Wedding Ceremony. St. John Center is a Non-Smoking Facility.

11) CHAPEL FEES

For 2012 reservations the chapel fee is \$1250.00; \$500.00 of the chapel fee is tax-deductible.

For 2013 reservations the chapel fee is \$1250.00 for ceremonies in January–March, November and December and \$1500.00 for ceremonies in April–October. \$500.00 of the chapel fee is tax-deductible.

The non-refundable payment is due when the wedding date is confirmed. Payment is accepted by check, cash or money order. Checks should be made payable to: St. John's Holding, LLC.

The fee includes use of the Chapel for one hour for your rehearsal, two hours on the day of your wedding (one hour for the ceremony, ½ hour before and after the scheduled time of the ceremony), keyboardist, cantor, two wedding assistants and use of the bridal suite one hour before the ceremony.

Due to multiple-scheduled weddings, this time frame must be adhered to. Receiving lines should be scheduled at your reception.

The chapel fee does not include the customary stipend for the president.

If at any time during the process you change your mind and decide to marry elsewhere, please inform us so we may close your file.

To contact Chapel Administrations . PHONE (734)414.1104 . FAX (734)414.1150
E-MAIL jgruley@stjohnsgc.com