



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 AND CONFIRMED ROMAN CATHOLIC**

One of the engaged couple must be a baptized, practicing Roman Catholic, and must have received the sacrament of confirmation. If the Catholic party is not registered in a parish, they will need to formally 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 Church annulment decree needs to be submitted along with the Registration Form to place a hold on a chapel date/time. If one of the engaged couple has been married but is widowed, a copy of the deceased spouse's death certificate will need to be submitted.)

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 jvilleneuve@stjohnsgc.com, or faxing the Registration Form to 734.414.0606.

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: Janette Villeneuve

44045 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) will need to obtain a ***newly issued*** baptismal record from the parish where the Catholic party was baptized, not a photocopy of your original baptismal certificate. This record should also reflect the date confirmed. To request this form, simply call the parish where you were baptized and request to have a new certificate issued to you due to your upcoming marriage. **NOTE:** This document is valid for only 6 months, so this request should be made to the parish within 6 months of your ceremony date.
- 2) If one of the party is baptized of another religion, a ***photocopy*** of his/her original baptismal record will need to be submitted.

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.

5) SECURING A WEDDING DATE

After receipt of the Preliminary Registration Form and the Priest's Permission Letter, 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. Marriage preparation must be completed through their home parish. Please schedule a time to meet with your pastor to discuss marriage preparation requirements.

7) CHAPEL DATES/TIMES

2022-2023 Fridays: 2:00pm, 4:00pm, 6:00pm

(The 2:00pm, 4:00pm and 6:00pm chapel times will be reserved for those couples also hosting their reception at The Inn at St. John's.)

2022-2023 Saturdays: 10:00am, 12:00pm, 2:00pm, 4:00*pm, 6:00pm

(The 2:00pm, 4:00pm, and 6:00pm chapel times will be reserved for those couples also hosting their reception at The Inn at St. John's. *** Please note that there is an additional \$200 premium when booking the 4pm ceremony time.**)

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

Wedding rehearsals are scheduled with the couple 3-4 months prior to the wedding date. Rehearsals will take place on the Wednesday, Thursday or possibly early on a Friday (*depending on weddings scheduled*) before the wedding day. We are not able to schedule Rehearsals before this time as we are still reserving chapel functions.

8) WEDDING PRESIDERS

Your Catholic Priest or Deacon is welcome to be the presider of your wedding. Please 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.

If you do not have a presider, we would be happy to arrange this for you*. We begin scheduling four (4) months out from the wedding date so you can arrange to meet him before your wedding day. *Please note the exception of the busy times of Christmas and the Lenten season; during these times we are unable to arrange presiders and you will need to arrange your own priest/deacon for your ceremony.

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 (Communion is not offered), 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. You will need to provide the guest singers/musicians names to our Music Coordinator four (4) months prior to the wedding. 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 2022 reservations, the chapel fee is:

- \$1350.00 for ceremonies in January–March, December*
- \$1600.00 for ceremonies in April– November*

For 2023 reservations, the chapel fee is:

- \$1500.00 for ceremonies in January–March, December*
- \$1750.00 for ceremonies in April–November*

*** See Guideline #7 Chapel Dates/Times for discounts/premiums on specific ceremony times. Please also note that for weddings dates that fall on holidays/holiday weekends in 2022/2023, holiday premiums on chapel fee will apply (e.g.: New Year's Eve, New Year's Day and Memorial Day, Labor Day, and Independence Day weekends). Please inquire for specifics.**

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: The Inn at St. John's

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 presider.

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 ADMINISTRATORS:

PHONE (734) 414-1104 | FAX (734) 414-0606 | E-MAIL JVILLENEUVE@STJOHNSGC.COM
44045 FIVE MILE ROAD, PLYMOUTH, MI 48170



FLORIST / BRIDAL SUITE GUIDELINES

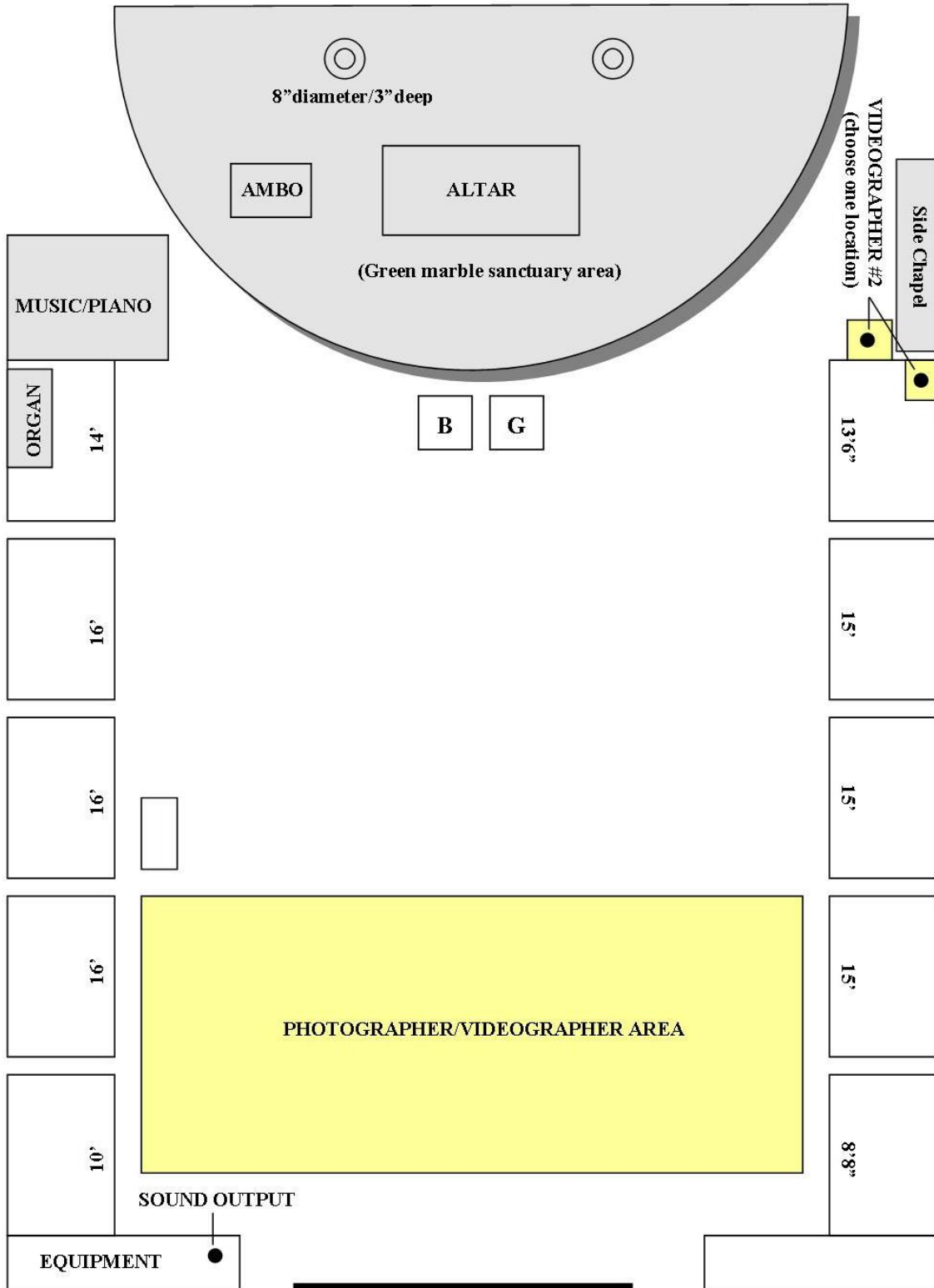
St. John Chapel, a holy and sacred place, welcomes you. We ask that all of your work reflect the sacredness of the marriage ceremony and St. John Chapel. These simple guidelines are designed to assist you in this endeavor. Please share this information with your vendors.

- All items used to enhance the chapel and/or your ceremony shall be appropriate within the celebration of the Catholic Liturgy.
- Sanctuary flower arrangements may be placed in the holders provided on either side behind the altar only. The containers are 8 inches in diameter and 3 inches deep. Please do not place floral arrangements on the altar, altar floor or in the aisle.
- Garlands or pew ribbons may be fastened to the pews with rubber bands, ribbon, or non-marring material. Please do not use tape, wire, clips, tacks, staples, or nails.
- The following are NOT allowed in St. John Chapel: aisle runners, wagons, strollers, **banners/signs**, drones, animals (with the exception of certified service animals for the sight impaired), tossing of rice/flower petals/birdseed/bubbles/paper confetti.
- Flowers and/or decorations can be brought into the chapel 30 minutes prior to the ceremony. Please remove all boxes, wrappings, and containers before departing.
- You have use of the bridal suite one hour prior to the start of your ceremony time. *Balcony photos will be scheduled with you prior to the day of the wedding.* Photography is not permitted from the bridal suite nor balcony during a ceremony.
- **Please, no food or beverages in the bridal suite.** Liquor is not permitted in the chapel or bridal suite at any time.
- St. John's is not responsible for items left in the bridal suite. Please be sure to place all belongings on the cart provided prior to the start of your ceremony. The cart will be taken to the back hallway, next to the chapel, until the conclusion of your ceremony at which time you are asked to personally pick up your items.
- We are not able to accommodate requests for receiving lines as you depart the chapel; we suggest that you arrange to greet your guests at your reception.

Thank you in advance for complying with these guidelines. Please call if you have additional questions we can help you with.

Wedding Ministry Staff at St. John Chapel

CHAPEL DIAGRAM





GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

St. John Chapel, a holy and sacred place, welcomes you. We ask that all of your work reflect the sacredness of the marriage ceremony and St. John Chapel. These guidelines are designed to assist you in this endeavor. We thank you for your cooperation.

Please share this information with your vendors and call us with any questions.

- Please do not place equipment or take pictures from the:
 - Sanctuary
 - Eucharistic Chapel
 - Bridal Suite
 - Musician area
- All equipment is to be placed so as not to obstruct the view of the congregation.
- **Photographers must always remain behind the entrance to the second bank of pews at all times.** Your position must be **stationary and unobtrusive**, except during the **PROCESSIONAL AND RECESSIONAL (while still remaining behind the 2nd bank of pews)**.
- The use of light stands are permissible in the chapel **after** the ceremony for portrait photography only, please do not set light stands/flash umbrellas in aisle before or during the ceremony. (See reverse side for photographer/videographer areas.)
- You may bring equipment into the chapel 30 minutes prior to the ceremony. No storage cases or extra equipment are allowed in the aisles. These items may be stored in the last pew at the back of the chapel.
- All pictures will be within the bounds of decorum as befitting this sacred space. The photographers, videographers and wedding party will remain standing at all times. Sitting or reclining on the floor of the chapel is not permitted.
- There is a quarter-inch high impedance out-put at the rear of the chapel for your convenience.
- The Waterfall Garden and the West Gazebo, on either side of the chapel, may be used for pictures. We ask that you keep the noise level to a minimum as other weddings may be in progress.
- Timing for balcony photos will be arranged with the bride prior to the day of the wedding. Photography is not permitted from the bridal suite or balcony during a ceremony.



| | |
|-------------------|-------------------|
| Bride's Last Name | Groom's Last Name |
|-------------------|-------------------|

PRELIMINARY REGISTRATION FORM

STAFF NAME: Janette Villeneuve TODAY'S DATE: _____

STAFF CONTACT: Email: jvilleneuve@stjohnsgc.com Direct Dial: 734.414.1104 FAX: 734.414.0606

PREFERRED WEDDING DAY & DATE: _____ TIME: _____ AM PM

Chapel dates cannot be confirmed until all required documents are submitted and approved.

| | | | |
|--|-------------------|------------------------|------------|
| BRIDE'S NAME: _____ | | | |
| <i>Last Name</i> | <i>First Name</i> | | |
| ADDRESS: _____ | | | |
| <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| RELIGION: <input type="checkbox"/> CATHOLIC, LATIN RITE <input type="checkbox"/> CATHOLIC, EASTERN RITE <input type="checkbox"/> OTHER _____ | | | |
| BAPTIZED: <input type="checkbox"/> YES <input type="checkbox"/> NO CONFIRMED: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| PARISH REGISTERED IN: _____ | | | |
| PRIOR MARRIAGE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO CIRCUMSTANCES: _____ | | | |
| IF YES: HAS ANNULMENT BEEN GRANTED? <input type="checkbox"/> YES <input type="checkbox"/> NO IS IT IN THE PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DAYTIME PHONE: _____ | | ALTERNATE PHONE: _____ | |
| E-MAIL ADDRESS: _____ | | BIRTHDATE: _____ | |

| | | | |
|--|-------------------|------------------------|------------|
| GROOM'S NAME: _____ | | | |
| <i>Last Name</i> | <i>First Name</i> | | |
| ADDRESS: _____ | | | |
| <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| RELIGION: <input type="checkbox"/> CATHOLIC, LATIN RITE <input type="checkbox"/> CATHOLIC, EASTERN RITE <input type="checkbox"/> OTHER _____ | | | |
| BAPTIZED: <input type="checkbox"/> YES <input type="checkbox"/> NO CONFIRMED: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| PARISH REGISTERED IN: _____ | | | |
| PRIOR MARRIAGE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO CIRCUMSTANCES: _____ | | | |
| IF YES: HAS ANNULMENT BEEN GRANTED? <input type="checkbox"/> YES <input type="checkbox"/> NO IS IT IN THE PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DAYTIME PHONE: _____ | | ALTERNATE PHONE: _____ | |
| E-MAIL ADDRESS: _____ | | BIRTHDATE: _____ | |

Will you be bringing in your own presider for your ceremony? Yes No Undetermined

Will your reception be held at The Inn at St. John's? Yes No Undetermined
 If yes, do you have a tentative contract? Yes No

NOTES: _____



PRIEST PERMISSION LETTER

Dear Father:

Please verify the following so that we can reserve a wedding date for this couple. “No date should be given until the Pastor is sure that both parties are free to marry in the church”. (*Provincial Guidelines For Marriage Preparation, Bishops of Michigan, 1999*)

Please return this form to us using the contact information at the bottom of this page.

BRIDE’S NAME: _____

GROOM’S NAME: _____

WEDDING DATE: _____

| | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Is one or both registered, practicing members of your parish? | _____ | _____ |
| 2. Do you give your permission for them to be married at St. John Chapel? | _____ | _____ |
| 3. Is this couple free to marry in the Catholic Church? | _____ | _____ |
| 4. Will you or your designate complete the pre-nuptial investigation and marriage preparation? | _____ | _____ |
| 5. Will you preside at the wedding ceremony? | _____ | _____ |

PASTOR’S SIGNATURE: _____ DATE: _____

PASTOR’S PRINTED NAME: _____

PARISH NAME AND ADDRESS: _____

Parish Seal