

**LA SALLE UNIVERSITY HANDBOOK**  
**OFFICIAL WEDDING POLICIES AND PROCEDURES**  
**of**  
**LA SALLE UNIVERSITY**

**Division of Student Affairs**

**University Ministry and Service**

**1900 West Olney Avenue**

**Philadelphia, PA 19141**

**215-951-1048**

**[kinzler@lasalle.edu](mailto:kinzler@lasalle.edu)**

**[www.lasalle.edu/umas](http://www.lasalle.edu/umas)**

La Salle University is happy to share this important step in your life. As a Catholic University, La Salle understands Marriage as a sacrament; a significant religious event. This handbook and the policies contained in it are designed to maintain the dignity and solemnity of your wedding.

Your request to use one of our chapels obligates you to honor the policies in this handbook.

**“The Wedding Party shall be responsible for the safety and security of their guests and would also be liable for their own and their guests’ acts and omissions resulting in bodily injury or property damage. If the Wedding Party rents the grounds or a hall for a reception or for a dinner party, they would be required to obtain General Liability Coverage adding the University as additional insured, most likely from their home or auto insurance agent and to sign a premises use agreement.”**

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## BEFORE THE WEDDING

### Obtaining Permission For Your Wedding to Occur at La Salle University

Technically it is one of your pastors who gives permission for your wedding to occur at La Salle University. While traditionally it has been the bride's pastor who does this, if both the bride and the groom are Catholic, either pastor can give consent. In the event that only one of you are Catholic that is the person who must obtain the permission. This consent should be in writing and you will need to give us the original copy.

### Obtaining a Presider for Your Wedding

You should obtain a priest or deacon and have his agreement on a date(s) before you reserve a Chapel. La Salle University does not provide a priest or deacon. While you may ask one of the priests on campus; it is your responsibility to do so, La Salle will not help to facilitate this process. Once you have picked a presider you should have him complete the PRESIDER INFORMATION FORM. If the priest or deacon is from outside of the Archdiocese of Philadelphia they will need a letter of good standing from their bishop or religious superior.

### Setting Your Date

Once you have permission to marry at La Salle and have arranged for a priest you must call University Ministry and Service at 215-951-1048 during normal business hours (8:30am -4:30pm) to verbally arrange for a date. Please have several dates available when you call as your first date may not be available. Weddings are not celebrated on campus:

- Between August 15th and September 10th,
- Family Weekend, usually the first weekend of October,
- Thanksgiving Break,
- Between Christmas and New Year's, and
- Between May 10<sup>th</sup> and 20<sup>th</sup>.

University events may also preclude scheduling weddings on other dates. As many of these dates are movable they will change each year. Please be aware that other events may be happening on campus when a wedding is being celebrated. Weddings are normally scheduled on Friday evenings, all day Saturday and may, with permission, be scheduled on a Sunday. (Sunday Weddings **must** be celebrated within the context of Mass.)

Once a date is scheduled you have 30 days to complete the CATHOLIC WEDDING --- CHAPEL RESERVATION FORM that is available online. This form may be emailed or sent through regular mail. A non-refundable deposit must accompany this form. Checks should be made out to La Salle University and Weddings should be in the memo line.

If this form and deposit are not received within 30 days, you may lose your requested date. While we may call to check La Salle is not obligated to do so.

Please note that in the event of an annulment needed for either of you, no date will be set until the annulment can be officially confirmed.

### **Who Can Be Married at La Salle University**

Present faculty, staff, students and alumni may be married on campus. Either the bride or groom must meet one of these categories. One must also be Catholic; it does not need to be the one with the La Salle connection but La Salle can only allow Catholic Weddings. (For a wedding to be considered Catholic one of the couple must be Catholic.)

### **Marriage Preparation Program**

This requirement can be fulfilled wherever it is most convenient for the couple. Every diocese has these programs and if you are not from Philadelphia you must check with your local diocese. Your parish can help you with this. Some parishes offer marriage preparation programs (also known as "pre-Cana"), usually in the fall and spring. These programs vary in format [one-day, weekends, meetings with mentoring couples, etc.]. To find a parish program, talk to your pastor or the priest who is presiding at your wedding.

If you are from the Philadelphia Area there is the Archdiocesan Marriage Preparation Program. This course offers, in addition to a theological approach to human sexuality, a virtue-based instruction in communication, conflict resolution, and financial decision-making.

The Marriage Preparation course is being offered in various locations within the Archdiocese of Philadelphia in 2013. The cost is \$195. A list can be found at [http://archphila.org/evangelization/famlife/marriage\\_prep/mpoptions.htm](http://archphila.org/evangelization/famlife/marriage_prep/mpoptions.htm)

Camden Diocese Information can be found at <http://www.camdendiocese.org/index.php/workshops78/parish-marriage-preparation>

Trenton Diocese Information can be found at <http://www.dioceseoftrenton.org/page.aspx?pid=894>

Wilmington Diocese Information can be found at <http://www.cdow.org/flbengaged.html>

Allentown Diocese Information can be found at <http://www.allentowndiocese.org/catholic-life/family-life/marriage-preparation/>

You will need a certificate of completion from one of these programs for your paper work.

## Pre-Marriage Interview

To be married in the Catholic Church you must go through a Pre-marriage Interview. That interview will be conducted by a member of the La Salle University and Ministry Staff. For that interview you will need the following information:

- A copy of the Sacramental (Baptism, First Communion, Confirmation) records for Catholics being married. (If you call the Church in which you were baptized and ask for your sacramental records because you are being married, they will know what you are talking about.) We need copies dated within the last six months with the raised church seal on them. You can have the church mail them directly to:

La Salle University  
University Ministry and Service  
1900 West Olney Avenue  
Philadelphia, PA 19141

- If one of you is Christian but not Catholic we need a copy of your Baptismal Record. You can also have your church send it to the above address.
- For those who are Christian but not Catholic you will need two letters of “Free Status” You need to ask two people, they may be family members, who know you well that can confirm that you were not married before. You will also need a copy of your birth certificate.
- Certificate of Completion from a Marriage Preparation Program.
- Annulment papers if appropriate.

## Venues

There are two Chapels on La Salle University’s Campus; the **De La Salle Chapel** and the **St. Joseph Chapel**.

The **De La Salle Chapel** is the main student Chapel. It comfortably seats 250 people. If increased seating is required, you will need to make separate arrangements for chairs. This will be an extra cost. The De La Salle Chapel is a modern space with charm and intimacy. It is also air conditioned. The Chapel has a baby grand piano.

The **St. Joseph Chapel** is a smaller chapel. It is an intimate space that seats a maximum of 40 people. The seating here cannot be increased. The space has an organ and a state of the art electric piano.

## AS THE WEDDING APPROACHES

### Final Paper Work

Two months prior to your wedding all paper work must be complete and the remainder of the fee must be paid.

## **Campus Liaison**

One of the Campus Ministers will be assigned as your liaison. If you have a wedding planner that person is secondary to the Campus Liaison in terms of your ceremony. This is the individual that will be able to answer specific questions for you about the ceremony. This is the person with whom you should be in contact throughout the preparation process.

## **Rehearsal**

Two months before your wedding date, your campus liaison will work with you to schedule your rehearsal time for your wedding. This will be a one hour block of time. Please be prepared. The campus liaison will be present at your rehearsal. Please leave the chapel in the same condition you found it after your rehearsal.

## **Flowers**

You are free to use the florist of your choice. Flowers may be delivered and set up only in the hour prior to your wedding. It is the responsibility of the florist to provide stands and vases. It is your responsibility to work with the florist to have those items removed in a timely manner. Please do not tape, staple, nail or glue anything on to any piece of furniture. If you want to attach something to chairs you may use pipe cleaners or ribbon. You may not attach anything to the altar or the lectern. All such decorations are to be removed after the ceremony. The Chapels are happy to accept flowers as a donation after the wedding. If you want your flowers you must make arrangements to remove them from the chapels as soon as the wedding is over.

## **Aisle Runners**

No aisle runners, cloth or plastic are permitted.

## **Candles**

No candles, or lanterns, other than the altar candles are permitted.

## **Other Items**

No not throw flower petals in the chapel or outside. Additionally you cannot use rice, confetti, Eco confetti, birdseed, or flower petals outside. You may use bubbles outside.

## **Animals**

No animals, other than service – assistance animals are permitted in the chapel. Your dog or cat cannot be your ring bearer.

## **Photography and Video**

You must arrange for your own photographer and/or videographer. No equipment of any kind can be placed on the altar or any other furniture. Your photographer/videographer should be familiar with the marriage rite and be discrete in their presence.

Photographs are permitted outside in areas of the campus, like the quad. This space is not reserved and in the event of two weddings, one in each chapel, you may need to wait to take pictures. If your

wedding is during the academic year, other events may be happening in the space you want to take pictures. You can have your campus liaison check the University calendar prior to your wedding, but University events always take precedence.

## Parking

Most weddings during the summer and Friday and Saturday evenings will use parking in the lots at 20<sup>th</sup> and Olney, across 20<sup>th</sup> street from College Hall, where both chapels are located. Early Saturday weddings during the academic year may conflict with La Salle University events and academic classes. This may necessitate guests using parking lots on South or West Campus. For questions about parking arrangements you may call the Parking Office at 215-951-1066.

## Directions

Weddings in the De La Salle Chapel will use the Chapel entrance from the main quad. Guests may also enter from the doors at 20<sup>th</sup> and Olney and follow signs to the De La Salle Chapel. The bride will use the doors from the main quad.

Weddings in the St. Joseph Chapel will use the door closest to 20<sup>th</sup> and Olney. These are the doors that the Bridal party should use when arriving.

A set of directions to campus will be provided to you in writing and electronically. These directions will specify parking lots available for your event.

## Planning for the ceremony

There are several things you will need to do with your Campus Liaison to plan for your actual ceremony.

### Options for the Ceremony

There are three options in the Catholic Wedding Ritual

- 1.) **The Rite for celebrating Marriage during Mass** is normally used when two Catholics marry. This option must be used on Sundays.
- 2.) **The Rite for celebrating Marriage outside Mass** is used when a Catholic marries a baptized person from another Christian church. This option may also be used by two Catholics for pastoral reasons.
- 3.) **The Rite for Celebrating Marriage between a Catholic and an unbaptized person** is used when a Catholic marries someone who is not Christian.

What follows are some brief descriptions of parts of the marriage ceremony.

### Entrance Rites and Processions

The Rite for Weddings allows for several different versions of processions. Here are several ways to organize your procession

#### *Model A*

Altar Server Carrying Processional Cross



Reader Carrying Book of Gospels  
Priest or Deacon  
Usher and Bridesmaid  
Usher and Bridesmaid  
Best Man and Maid/Matron of Honor  
Groom with his parents  
Bride with her parents

### *Model B*

Altar Server Carrying Processional Cross  
Reader Carrying Book of Gospels  
Priest or Deacon  
Bridesmaid  
Usher and Bridesmaid  
Best Man and Maid/Matron of Honor  
Groom 'parents  
Bride's parents  
Bride and Groom

### *Model C*

Altar Server Carrying Processional Cross  
Reader Carrying Book of Gospels  
Priest or Deacon  
Usher and Bridesmaid  
Usher and Bridesmaid  
Best Man and Maid/Matron of Honor  
Groom's parents  
Groom  
Bride's parents  
Bride

### *Model D*

Groom's Parents are seated  
Bride's Mother is seated  
Priest and Groom and Best Man and Groomsman come to altar from the side  
Bridesmaids  
Maid/matron of Honor  
Bride with father

While Model D is the most traditional in the United States the ritual provides the other three models and many are common place in other parts of the world. Some of the first three models allow the bride and groom to be part of the hospitality prior to the service. They also involve parents in a more prominent role than the traditional model does.

As a couple you should discuss these options with the priest or deacon presiding at your wedding.

## Music

Music is part of the Roman Catholic Liturgy and is part of any Catholic Wedding Ceremony. You may have a variety of instrumentalist and singers at your wedding. La Salle has a large group of staff and students who can be instrumentalist or singers at your wedding. Once the date has been set and the Pre-Marriage Interview has been completed you may contact Laura Cilia, Campus Minister and Liturgical Musician to work with her on picking music. ([cilia@lasalle.edu](mailto:cilia@lasalle.edu) or 215-951-1387) With her consent you may bring other musicians in.

### *Fees*

\$150 for Instrumentalist

\$150 for Vocalist

\$200 for Keyboardist

\$250 if the Keyboardist and the Pianist are the same person

When picking your music for your wedding you should remember that it is one of the most concrete ways to involve everyone in the ceremony. In choosing music you should pick music that is appropriate. That is music which enhances the solemn nature of your wedding. The guests at your wedding are not an audience they are celebrators with you on this happy day. Songs should therefore be appropriate. Music should be accessible. It should be music that you, your family and friends know, music they have sung before. The assembly should be invited into the singing. A leader of song does this by his or her presence. If you chose not to have a leader of song a simple invitation from your presider will help to increase the singing at your wedding.

Here is a list of possible selections. If you are viewing this on your computer, you can click on each hyperlink to open a video playing each song. Please keep in mind that the videos we have provided are not perfect copies of how the song will sound at your wedding; they are there to serve as references as to how each song goes.

**Seating of the Parents:** This music is different from the processional. It is usually quieter and can be vocal or instrumental. Pick one:

#### Vocal

- This Love - Donald Busarow
- [Ave Marie-Franz Schubert](#)
- [Now with Thanksgiving –Irish Folk Tune](#)

#### Instrumental

- [Angels Watching – The O’Neill Brothers](#)
- [He Shall Feed His Flock – Handel](#)

- [Wachet Auf – Bach](#)
- [Ave Maria – Bach/Schubert](#)
- [Ashokan Farewell – Ungar](#)

**Processional:** This is an instrumental piece that accompanies the entire procession to the altar. Choose one piece. Normally there is not a separate piece for the procession of the bride.

- Common Processionals
  - [Bridal Chorus – Wagner](#)
  - [Trumpet Voluntary – Clark](#)
  - [Jesu, Joy of Man’s Desiring – Bach](#)
  - [Canon in D – Pachabel](#)
  - [Water Music – Handel](#)
  - [Hymne – Vangelis](#)
  - [Quaker Hymne \(Lord of the Dance\) – Traditional](#)
  - [Canon in F – The O’Neill Brothers](#)
  - [Reminiscent Joy – The O’Neill Brothers](#)
  - [Prelude to the Te Deum – Marc-Antoine Chapentier](#)

**Gathering Hymn:** Some couples will choose to sing a gathering hymn once the procession is done or in place of the traditional procession. Here is a list of possible hymns:

- Common Gathering Hymns
  - [All Creatures of our God and King](#)
  - [All People that on Earth do Dwell](#)
  - [For the Beauty of the Earth](#)
  - [God, who Created Hearts to Love](#)
  - [Hear Us Now, Our God and Father](#)
  - [Love Divine, all Love Excelling](#)
  - [Love is the Sunlight](#)
  - [Table of Plenty](#)

**Liturgy of the Word:** This is where the scriptures are proclaimed and broken open as a way to help you and the assembly to understand the importance and blessing of what you enter into on this day. The Responsorial psalm is always sung during this part

- Common responsorial psalms
  - Psalm 33 by J Robert Carroll
    - The Earth is full of the goodness, the goodness of the Lord.
  - Psalm 34 by Joel Martinson
    - Taste and see the goodness of the Lord; happy are those who trust in God.
  - Psalm 103 by David Hass
    - The Lord is kind and merciful.
  - Psalm 103 by Richard Proulx
    - My soul gives thanks to the Lord, and blesses God’s Holy Name.
  - Psalm 104 by Gregory Murray
    - The earth is full of your riches, O lord, in wisdom you made them all.

- Gospel Acclamation
  - An Alleluia (except during Lent) precedes the reading of the Gospel.

Skip the sections between the lines if not having a full mass.

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**Liturgy of the Eucharist:** If your wedding is taking place within the context of Mass you will need to consider Mass parts, (Holy, Holy, Holy, Acclamations, and Lamb of God.) The music minister can work with you on selecting these pieces.

**Communion Procession:**

You have a few options here. Ideally this should be a congregational hymn, if you have a small group assembly though you may want a vocal or an instrumental solo. This should be discussed with the music minister and your presider. Here are some possibilities.

Hymn

- [God is Love by Richard Proulx](#)
- I am the Bread of Life by Lovelock
- [Taste and See by Martinson](#)

Vocal or instrumental

- [Panis Angelicus](#) (Vocal)
- [Jesu Joy of Man's Desiring](#) (Vocal or Instrumental)
- [When Love is Found](#) English (Vocal)
- [Sleepers Wake J.S. Bach](#) (Instrumental)
- [Water Music G. F. Handel](#) (Instrumental)

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**Meditation to the Blessed Mother**

This usually takes place before the recessional and should involve the bride and the groom. The Ave Maria is the traditional music for this action, here are some choices

- [Ave Maria](#) Franz Schubert
- [Ave Maria](#) Bach Gounod
- [Ave Maria](#) Gabriel Faure
- [Ave Maria](#) Jacob Arcadelt

**Recessional**

- Common Recessionals
  - [The Wedding March](#) – Mendelsshon
  - [Trumpet Tune](#) – Purcell
  - [Ode to Joy](#) – Beethoven
  - [The Dance of Youth](#) – The O'Neill Brothers
  - [Rondeau](#) – Mouret

- [Primavera](#) – Vivaldi

## Readings

Since weddings are considered a sacrament in the Catholic Church. Sacraments also have scripture readings as part of the rite. Normally at a wedding there are three scripture readings, one from the Old Testament, one from the New Testament outside of the gospels and one from the Gospels themselves.

If you are using the on version of this handbook Hyperlinks will take you to each of the readings, otherwise you should look them up in your bible. The sentences after each citation offer an idea of what the reading is about.

### Old Testament Readings

[Genesis 1, 26-28, 31](#) *Male and Female he created them*

[Genesis 2: 18-24](#) *And they will be two in one flesh*

[Genesis 24: 48-51-58-67](#) *Isaac loved Rebekah, and so he was consoled for the loss of his mother*

[Tobit 7: 9-10 11-15](#) *May God join you together and fill you with his blessings*

[Tobit 8: 5-7](#) *May God bring us to old age together*

[Song of Songs 2: 8-10, 14, 16: 8, 6-7](#) *For love is as strong as death*

[Sirach 26: 1-4, 13-16](#) *Like the sun rising is the beauty of a good wife in a well-kept house.*

[Jeremiah 31: 31-32. 33-34](#) *I will make a new covenant with the house of Israel and Judah*

### New Testament Readings

[Romans 8:31b-35, 37-39](#) *What will separate us from the love of Christ?*

[Romans 12:1-2, 9-18](#) *Offer your bodies as a living sacrifice, holy and pleasing to God.*

[Romans 15:1b-3a, 5-7, 13](#) *Welcome one another as Christ welcomed you.*

[1 Corinthians 6:13c-15a, 17-20](#) *Your body is a temple of the Spirit.*

[1 Corinthians 12:31-13:8a](#) *If I do not have love, I gain nothing.*

[Ephesians 5:2a, 21-33](#) *This is a great mystery, but I speak in reference to Christ and the Church.*

[Philippians 4:4-9](#) *The God of peace will be with you.*

[Colossians 3:12-17](#) *And over all these put on love, that is, the bond of perfection.*

[Hebrews 13:1-4a, 5-6b](#) *Let marriage be held in honor by all.*

[1 Peter 3:1-9](#) *be of one mind, sympathetic, love toward one another.*

[1 John 3:18-24](#) *Love in deed and in truth.*

[1 John 4:7-12](#) *God is love.*

### **Gospel Readings**

[Matthew 5:1-12a](#) *Rejoice and be glad, for your reward will be great in heaven.*

[Matthew 5:13-16](#) *You are the light of the world.*

[Matthew 7:21, 24-29](#) *A wise man built his house on rock.*

[Matthew 19:3-6](#) *What God has united, man must not separate.*

[Matthew 22:35-40](#) *This is the greatest and first commandment. The second is like it.*

[Mark 10:6-9](#) *They are no longer two, but one flesh.*

[John 2:1-11](#) *Jesus did this as the beginning of his signs in Cana in Galilee.*

[John 15:9-12](#) *Remain in my love.*

[John 15:12-16](#) *This is my commandment: love one another.*

[John 17:20-26](#) *That they may be brought to perfection as one.*

## **THE DAY OF THE WEDDING**

### **Set Up of Chapel**

You will have one hour before the start of the wedding ceremony to have your florist set up for the wedding.

Groom and Groomsmen should be here to greet guest and seat them as they arrive.

The bride should **arrive on time**. Facilities are limited so the bride should come prepared for the wedding.

### **Wedding Ceremony**

Your campus liaison and a student sacristan will be available to you the entire two and half hours that you have reserved the chapel. They will be your resource and problem solving people.

## **After the Wedding**

After the wedding you are responsible for making sure that the chapel is left as you found it. If you are leaving the flowers for the use of the chapels, please make sure that your florist has made arrangements to remove any stands etc. If you are taking the flowers please remove them immediately following the wedding.

## **OTHER NUMERS AND CONTACTS YOU MAY NEED ON CAMPUS**

Questions about parking

Parking Office at 215-951-1066

La Salle Provides complete catering packages

Catering at La Salle University 215-951-1419