



MADONNA DELLA STRADA CHAPEL

WEDDING INFORMATION PACKET



Version 18
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Loyola University Chicago
Madonna della Strada Weddings
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THOSE WHO CAN BE MARRIEDLOYOLA UNIVERSITY CHICAGO:

At least one of the parties seeking the Sacrament of Marriage must be Roman Catholic and a part of the Loyola University Chicago community, as defined in the bullet points below.

- f* Currently enrolled students (part-time and full-time)
- f* Alumni
- f* Faculty
- f* Staff
- f* Trustees and Regents

Archdiocese of Chicago Policy Book IV, §404.3.1 states "Marriages ordinarily shall take place in a parish church." Madonna della Strada Chapel is not a parish church. Special permission has been granted to those who qualify with the above affiliation to Loyola University Chicago to be married in Madonna della Strada Chapel.

Weddings of other denominations or faiths are not permitted. The chapel cannot be "rented" for a wedding.

THE FEE FOR A WEDDING AT MADONNILLA STRADA CHAPEL IS \$2,800.00

This fee includes:

- f* Chapel usage
- f* Chapel Coordinator
- f* Basic music (explained below)
- f* Sacristan
- f* Security guard
- f* One golf cart and one golf cart driver (explained below)
- f* Document administration

Basic music is required for every wedding and includes the services of the Music Director as the organist and the Chapel Cantor from the university roster (a ca

Step 1: Making A Reservation

- f* The first step in planning your wedding is to email MDS@LUC.edu and request the available dates for weddings in the chapel. A list of available dates will be emailed to you along with information for how to hold a date and secure a date.
- f* In order for your reservation to be confirmed and secured, the Intake Form must be received, wedding fee paid, and contract signed.
- f* Upon receipt of your wedding fee, the contract will be generated and sent to you for your signature and approval.
- f* Any annulment proceedings must be cleared before a reservation can be made.

Step 2: Requesting Approval for Your Wedding

The normative location for a wedding is a parish church. Typically it is the parish where the bride and groom are registered members or the home parish of the bride or groom. Madonna della Strada Chapel is not a parish church and the following paperwork is, therefore, needed for each wedding held in Madonna della Strada Chapel.

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Step 3: Preparing For Your Wedding

CATHOLIC CHURCH REQUIRED DOCUMENTS

Every couple who marries in the Catholic Church needs to complete a wedding file. The following documents are required to complete your wedding file. Please turn these documents in to the MDS Weddings Office as you receive them.

1. The Prenuptial Questionnaire is a document completed and signed by the bride, groom and their presiding priest or deacon.
2. A Baptismal Certificate less than six months old is required for each Catholic. A newly reissued baptismal record must be obtained from the parish of Baptism. Non-Catholics who have been baptized are requested to provide a reissued baptismal certificate from the church of their baptism. Baptismal records may be obtained by writing to the church where this sacrament was administered.
3. The Confirmation date is needed for Catholics. Usually this will appear on the reissued baptismal certificate, even if you were confirmed in a different church. Receiving a reissued baptismal certificate is the easiest way to fulfill this requirement. If the confirmation date is not included on the reissued baptismal certificate, please contact the church of confirmation to request a reissued confirmation certificate.
4. Two affidavits each are required for the bride and groom. These affidavits are testimonials regarding your freedom to marry. The affidavits must be requested by two life-long family members/friends of the bride and groom and must be signed, sealed, and dated by a priest or deacon.
5. When a marriage takes place between a Catholic and a non-Catholic, a dispensation or permission is required.

MARRIAGE PREPARATION

6. The priest or deacon preparing you for the Sacrament of Marriage will meet with you. Often, the priest or deacon will utilize a survey tool sufornd

Please be aware that musicians are not present for the wedding rehearsal.

Each wedding is allotted 90 minutes from the scheduled start time for the wedding, including the last wedding of the day. Therefore, IT IS VERY IMPORTANT THAT THE WEDDING BEGIN PROMPTLY to allow sufficient time to celebrate the service which you will have carefully planned. Weddings that start late risk losing time for picture taking. Receiving lines are not permitted following the wedding in order to allow ample time for picture taking. Keep in mind that numerous wedding rehearsals and weddings are scheduled on a single day, and the chapel is in great demand for

MUSIC

Music for weddings should be planned jointly by the couple utilizing the Loyola University wedding music website, in consultation with the Director of Music of Madonna della Strada Chapel. Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be, have no place in the liturgy. They may be appropriately performed at your wedding reception. For the wedding liturgy you'll want to ensure the emphasis on sacred music, which derives its context from scriptural and liturgical sources, and by its very nature enhances your union within the liturgical rites being celebrated.

The Madonna della Strada Chapel Director of Music serves as organist and/or principal musician at all weddings. As principal musician for the wedding, the Director of Music is entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy and must approve all music and musicians chosen for the ceremony. The Director of Music also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy. The fee for the Director of Music is included in your wedding fee.

READINGS

The readings for your wedding can be reviewed and selected using our Wedding web site. In consultation with the priest who will preside at the wedding, the engaged couple will select two or three passages from scripture. Non-scriptural passages are never used in place of the scriptures. *Poems or other non-scriptural passages are also not permitted anywhere in the wedding liturgy.*

WEDDING VOWS

Wedding vows are provided in the wedding liturgy and yo

WEDDING REHEARSAL AND LITURGY LOGISTICAL OUTLINE

(Please be sure to share this information with your presiding priest or deacon)

Bridal Room

The bridal room is available for the bride and bridal party prior to the wedding in one of our nearby buildings on campus. The bride and bridal party may also choose to welcome their guests as they enter the chapel.

Groomsmen Room

The Reconciliation Room in the north sacristy is available for the groom and groomsmen in the chapel. The groom and groomsmen may also choose to welcome th

Rite of Marriage

The bride and groom may choose one of two options for the Rite of Marriage:

- A) Bride and groom stand at the foot of the altar facing one another. The presiding priest or deacon stands facing the congregation on the step above the bride and groom.
- B) Bride and groom stand at the top step of the sanctuary facing each other and the congregation. The presiding priest or deacon stands on the same level as the congregation, facing the bride and groom.

With either option, the bride and groom may choose to have the wedding party stand with them.

COMMON ANSWERS TO QUESTIONS FROM PRESIDING PRIESTS OR DEACONS

- f* The chapel offers albs, chasubles, stoles and copes.
- f* The chapel offers a white dalmatic and corresponding stole for deacons.
- f* A sacristan will assist in the sacristy. This sacristan may also assist as an acolyte if the priest or deacon would like assistance.
- f* The Rite of Marriage is available in the sacristy as are the other liturgical books.
- f* The scriptural readings from the Rite of Marriage are available.
- f* It is very helpful for the presider to attend the rehearsal. Please consult and work with the Chapel Coordinator so that the ceremony is celebrated within the norms of the chapel.

SUGGESTED TIMELINE

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| <i>f</i> Confirm wedding date at the Chapel | 1 to 2 years before your wedding |
| <i>f</i> Review the details in the Wedding Packet | 1 to 2 years before your wedding |
| <i>f</i> Begin working with your priest or deacon | 1 year before |
| <i>f</i> Submit Pastor Permission Letter | 1 year before |
| <i>f</i> Submit Presider Delegation Form and Letter of Eligibility, if required | 1 year before |
| <i>f</i> Sign-Up for PreCana/Marriage Prep | 1 year before |
| <i>f</i> Ask your presider if you should complete the Catholic Couple Checkup (CCC) or FOCCUS survey | 1 year before |
| <i>f</i> Request Baptism/Confirmation Certificates | 6 months before |
| <i>f</i> Submit completed Affidavits | 6 months before |
| <i>f</i> Submit Prenuptial Questionnaire | 6 months before |
| <i>f</i> Submit Liturgy and Music Planning Form which was emailed to you by the Chapel Music Director | 1 month before |
| <i>f</i> Obtain Cook County Marriage License | 1 month before |
| <i>f</i> Chapel Coordinator will contact you with specific liturgy details | 1 month before |