



Sheil Catholic Center
at Northwestern University



The Sacrament of Matrimony

Congratulations!

We are honored to help you plan and prepare your wedding liturgy that you have decided to celebrate at the Sheil Catholic Center at Northwestern University.

The rite of marriage, as a sacrament in the Catholic Church, represents the covenant of God and the church community, as well as celebrates your love for one another. We hope you will find the process of planning your wedding liturgy to be one of grace and prayer.

You may already have many questions regarding your church ceremony. These guidelines are provided for your reference throughout the planning stages. These policies are set forth by the Archdiocese of Chicago, the *General Instruction of the Roman Missal*, and the Rite of Celebrating Matrimony. These items cannot be changed, but in many cases, your ideas can be integrated.

Again, we offer our sincere congratulations and prayer for your upcoming marriage.

-The Sheil Catholic Center Team

Reserving a Date

Weddings at Sheil are celebrated on Friday evenings, after 6:30 p.m., or Saturdays in the morning or afternoon, however the last available start time for any wedding liturgy on Saturday is 4:00 p.m. The Sheil Catholic Center reserves the right to not schedule a wedding on any given day during the Northwestern University academic year.

All potential weddings are approved by the Chaplain and Director of the Sheil Catholic Center, Fr. Bradley Zamora. You can e-mail him at bradley.zamora@northwestern.edu.

All dates should be scheduled a minimum of six months in advance. Each wedding will be scheduled for a 3 hour increment, to allow for set-up, the liturgy itself, as well as photos and any clean-up that may need to happen. We appreciate your attention to this detail.

A 2 hour break is required between the end of one liturgy and the beginning of another in the event that two or more weddings are requested on the same day.

Rehearsal

When scheduling a date for the wedding, a date and time for the rehearsal will also be set. The rehearsal is the evening before the wedding and is usually scheduled for 30 minutes. The members of the wedding party should attend. The priest celebrating the wedding must facilitate the rehearsal. The bride and groom should ensure that the wedding and rehearsal start on time as a matter of courtesy to all involved.

Wedding rehearsals are scheduled at 3:00 p.m. or at 6:00 p.m. as Daily Mass is at 5:00 p.m., Monday-Friday.

Sheil Catholic Center Chapel

The Sheil Catholic Center Chapel seats 275 people.

Donations

While there is no cost to celebrating the Sacrament of Matrimony, it is customary to make a donation.

The following are suggested donations:

- Sheil Catholic Center \$800.00
- Celebrant \$200.00
- Accompanist \$250.00
- Cantor \$200.00

Checks can be made out to the to the Sheil Catholic Center at Northwestern University for the amount of \$1,450 and the appropriate persons will receive their gift.

We do not refuse a Sacrament to anyone due to financial difficulty. If you find yourself in this space, please reach out directly to the Chaplain and Director for a conversation.

Marriage Paperwork and Preparation Only

For those who only need to complete the paperwork for the Sacrament of Matrimony and Marriage Preparation as the wedding will take place out of state or at another Church, we kindly ask for a donation of \$100 to support our mission of campus ministry at Northwestern University.

Required Paper Work & Formation

Here's what you will need to meet the requirements for Catholic marriage preparation and formation:

- A baptismal and confirmation certificate (where applicable) issued and dated within the past six months.
- **It is required that every couple preparing for the Sacrament of Matrimony in the Archdiocese of Chicago attend a marriage preparation program.** A variety of classes to fit your individual circumstances are available at the following link: pvm.archchicago.org/lifelong-formation/marriage/marriage-preparation-courses
- Each person will fill out the prenuptial questionnaire separately, in the presence of a priest or deacon.
- Witness Affidavits. It is vitally important that the engaged couple possess the freedom to be legally married in the eyes of the Church and state. For that reason, we ask the bride and groom to each choose two people to verify in writing that the engaged person is/is not baptized and state their knowledge of any previous marriages. These may be filled out at the most convenient Catholic Church for the witness.
- A marriage license from Cook County, Illinois, is required and is to be presented to the priest at the time of the rehearsal. Currently, a Cook County license is valid for sixty days from the date of issue and must be obtained at least one day prior to the wedding. For information on obtaining a marriage license, including locations and hours, go to www.cookctyclerk.com or contact Cook County Clerk's Office at 312-603-7790. If a priest or deacon from outside the Archdiocese of Chicago is to officiate at your wedding, it is Archdiocesan policy for him to provide a letter of current status from his bishop or religious superior.
- An important aspect of preparing for the Sacrament of Marriage for Catholic brides and grooms is to receive the Sacrament of Reconciliation (Confession) before the wedding day. Ask your priest to set up a time that is convenient for you.

Planning the Liturgy

Flowers

- The couple will make arrangements for flowers with a florist of their choice.
- Flowers may not be placed in the aisles or on the pews.
- Flower arrangements and candle stands may not obstruct the liturgical movements of the ceremony.
- Flowers can never be placed on the altar.
- Liturgical decorations around the altar may *never* be removed or rearranged.
- Aisle runners are not allowed.
- Flower petals must not be dropped inside the Chapel during the processional or outside after the wedding.
- All flowers/decorations *must be* removed from the Chapel immediately after the ceremony unless you are leaving the arrangements for us to use in the Chapel.

Photographer and Videographer

- The couple will make arrangements for photographs with a photographer and videographer of their choice.
- Photographers and videographers are not allowed to go past the front of the pews and are not allowed to enter the sanctuary.
- Group photos are welcome in the Chapel or outside of the Sheil Catholic Center after the ceremony for one hour.
- Should you wish the Sheil Catholic Center to stream your wedding there is an additional fee of \$250.

Music

- A request for musicians should be communicated no later than 4 months prior to the wedding.
- An accompanist and cantor from the Sheil Catholic Center is required for all weddings but outside musicians are welcome in collaboration with the Coordinator of Music Ministry.
- Please contact, Dr. Rudy Marcozzi, Coordinator of Music Ministry, at rudy.marcozzi@northwestern.edu for questions and to schedule a planning meeting.

Sheil Catholic Center at Northwestern University
2110 Sheridan Road
Evanston, IL 60201
www.sheilcatholiccenter.org