NAZARETH COLLEGE

Wedding Guidelines for

The Paul & Judy Linehan Chapel

11/02/10

About Nazareth College…

Nazareth College is a private, co-educational comprehensive college with a liberal arts and sciences core. Founded in 1924 by the Sisters of St. Joseph, Nazareth has been independent for more than 30 years. Situated on nearly 150 wooded acres near the village of Pittsford, the current campus is comprised of more than 20 buildings, most of them connected by an underground tunnel system. In early 2003, Nazareth's campus doubled in size with the purchase of a beautiful wooded lot adjacent to the campus, along with several buildings, including the newly renovated B. Thomas Golisano Academic Center, which houses the Paul & Judy Linehan Chapel.

About the Paul & Judy Linehan Chapel…

Located in the B. Thomas Golisano Academic Center, the historic and architecturally stunning chapel is named in honor of Judy Wilmot Linehan '76 and her husband, Paul. This immense Tudor Gothic structure is part of 73 acres of adjoining land and property recently acquired from the Sisters of St. Joseph. Erected in 1927, the five-story building is the largest and oldest on campus, encompassing more than 130,000 square feet.

Situated off the main foyer, the chapel forms an open court between the two wings of the building. Its ceiling, supported by steel trusses encased in cypress, rises to a height of 55 feet. The chapel is graced with nine vivid stained glass windows created of English antique glass by Pike Studios of Rochester. Seating capacity of the oak pews is approximately 420. The Chapel is air-conditioned.

For purposes of your invitation, the Chapel address is:

The Paul & Judy Linehan Chapel at Nazareth College
B. Thomas Golisano Academic Center
4245 East Avenue
Rochester, NY 14618

A campus map and directions to campus can be found on-line at:

http://www.naz.edu/campusmap/.

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Reservations

The Linehan Chapel is available for weddings/unions during the following times, depending on Nazareth's academic calendar:

Post-Commencement through Mid-August
Labor Day Weekend
October Break
Thanksgiving Week
Semester Break (mid-December thru mid-January)

PLEASE NOTE: Nazareth College reserves the right to determine the availability and use of the chapel. Priority is always given to the needs of the campus. Consequently, while the chapel may be available, it does not automatically mean that the campus is able to schedule a wedding on that day.

The process to book the Linehan Chapel for your wedding begins with a phone call to **Center for Spirituality Secretary at (585) 389-2303.** Dates are made available starting on January 1st of the pervious year (for example, wedding dates for 2012 will be available after January 1, 2011) Once the call is received, your request will be tentatively "penciled" in the Chapel calendar and held for two weeks (if the date is available). An official *Wedding Reservation Form* will be mailed or e-mailed to you at that time.

Your completed *Wedding Reservation Form* **must** be returned, along with your deposit, within two weeks of the initial request (which will be noted on the reservation form.) The **NON-REFUNDABLE** deposit is 50% of the rental fee (see page 5 for rental fees). Please do not send in a deposit until you have contacted the Center for Spirituality Secretary to confirm that the Chapel is available and you have received your *Wedding Reservation Form*. Once the deposit is received, we will officially reserve the date for your wedding.

The Chapel is reserved on a first come, first served basis.

Once a date is confirmed, any request to change date or times must be made in writing to the Center for Spirituality Secretary. Changes will be made strictly based on availability. The balance of the rental fee is due 90 days prior to the wedding date. Should you decide to cancel your date, please notify the Center for Spirituality Secretary in writing.
PLEASE NOTE: As stated above your deposit is NON-REFUNDABLE.

The chapel can hold a maximum of 420 guests, including members of the wedding party.

If you have questions about the reservation or other details, please call the Center for Spirituality Secretary at 389-2303.

Rental Fees

The fee to rent the Linehan Chapel for a wedding is $800 for non-affiliates of Nazareth College. **Affiliates of Nazareth College** are offered a reduced rental fee of $400. Affiliates include students, alumni/ae, faculty, and staff as well as their children and grandchildren.

Your rental fee includes:

- Use of the Linehan Chapel for 1 hour for a rehearsal
  ~ Thursday rehearsals for Friday weddings are scheduled on a case by case basis
  ~ Friday rehearsals for Saturday weddings are either 6:00 PM or 7:00 PM
  ~ Saturday rehearsals for Sunday weddings are only at 7:00 PM
- Use of the Linehan Chapel for 3 hours for the ceremony
  ~ Friday ceremonies are at 4:30 PM (chapel access from 3:00 PM – 6:00 PM)
  ~ Saturday ceremonies are either at:
  Noon (chapel access from 11:00 AM – 2:00 PM) or
  4:00 PM (chapel access from 3:00 PM – 6:00 PM)
  ~ Sunday ceremonies are scheduled on a case by case basis
- Use of a Bride's Room
- Services of a Chapel Coordinator*

The Bride's Room is located on the first floor of the Golisano Academic Center and provides a comfortable space for the bride and her attendants to get ready before the ceremony. A room for the groom and the best man is also conveniently located at the back of the Linehan Chapel and allows for a few moments of relaxation before the service.

Please note that all other services, including organist, musicians, officiants, wedding planners, etc., are not included in the chapel rental fee. A list of soloists and approved organists will be provided upon request (please see page 7 for additional information.) Fees charged by organists and soloists are payable directly to those individuals and are not included in the rental fee. The same is true for any other musician you hire to perform at your ceremony.

Nazareth College does not obtain clergy to perform weddings. Please also be aware that your officiant will also need to be paid directly, should he or she charge a stipend. If no stipend is requested, it is customary to give a monetary gift to the presider.

***Chapel Coordinator Job Description**:

Two months prior to your wedding you will be assigned a Chapel Coordinator. Your Chapel Coordinator will arrange to meet with you **once** for one hour to discuss the ceremony and answer any questions you may have about the Chapel. She or he will be present to assist at the rehearsal and wedding and serve as your primary contact at Nazareth College.

Ministers/Officiants

An authorized religious or civil officer must perform your wedding ceremony. **The bride and groom are responsible for finding an officiant; any donations/fees are be paid directly to the officiant.**

All religious denominations have their own guidelines for marriage preparation. Please work with your officiant to ensure that you comply with any guidelines dictated by your religious affiliation. **If you are going to have a Catholic ceremony, please see the additional requirements in appendix 2**.

After the ceremony, your officiant is responsible to mail your signed marriage license to the appropriate government agency. In the future, a certified copy of the marriage record may be obtained from the office of the town or city clerk who issued the license, or from the New York State Department of Health. Sacramental records for Catholic weddings will be kept at Nazareth's Center for Spirituality Department.

The Rehearsal and Wedding Ceremony

Rehearsals are scheduled for one hour in length the evening prior to the wedding ceremony.
Note: ~ Thursday rehearsals for Friday weddings are scheduled on a case by case basis
~ Friday rehearsals for Saturday weddings are either 6:00 PM or 7:00 PM
~ Saturday rehearsals fro Sunday weddings are only at 7:00 PM
The minister/officiant performing the ceremony, or another person you appoint (i.e. a family member or your professional wedding planner), is expected to direct the rehearsal. **The Chapel Coordinator should not be expected to run your rehearsal, but he/she will be present to answer any questions you may have regarding the chapel, sound system, etc.** We ask that you come to the rehearsal with your plans in place and with the people who will be taking an active part in your wedding ceremony.

Because of heavy demand for the chapel facilities, it is important that all members of the bridal party arrive promptly for the rehearsal at the designated time. **If you are late in starting, the Chapel Coordinator has the right to determine the length of your rehearsal**.

We recommend that you bring your marriage license, unity candles and holders, and programs to the rehearsal. Your officiant will keep the license and the Chapel Coordinator will store the unity candles and programs for you so that you have fewer things to remember the day of your wedding.

Weddings are scheduled for three hours. Note:
~ Friday ceremonies are at 4:30 PM (chapel access from 3:00 PM – 6:00 PM)
~ Saturday ceremonies are either at:
Noon (chapel access from 11:00 AM – 2:00 PM) or
4:00 PM (chapel access from 3:00 PM – 6:00 PM)
~ Sunday ceremonies are scheduled on a case by case basis.

This includes enough time for the wedding party's arrival and preparation, the ceremony, and photographs before or after the ceremony. The Chapel Coordinator will be available one half hour before your reserved time begins to open doors, check the facilities, and direct any delivery people or early guests.

Your wedding may not be the only event scheduled in the chapel on a given date. Because delays may cause inconvenience to others, we ask that you please adhere to reserved period.

Music

Vocalists, instrumentalists and pianists are welcome to perform at ceremonies in the Linehan Chapel. You may use your own, or upon request, we will also supply a list of qualified soloists and instrumentalists.

If you would like an organist to play the chapel organ for your wedding, you must contract with one of our approved organists. A list of approved organists can be found in appendix 1. If no one on the list is available, we will provide additional names of organists.

Music can be an important component of your wedding and your selections should be given proper time and consideration. To make certain the music you select is appropriate for the chapel setting, Nazareth College has the right to approve all music included in the ceremony.

It is the responsibility of the parties being married to pay the organist, musicians and vocalists **PRIOR** to the wedding.

For additional information, a list of approved organists, or a list of qualified soloists and instrumentalists, please contact the Nazareth College Music Department Secretary at 585-389-2700.

Flowers/Decorations/Unity Candles

To preserve the beauty and structure of the chapel, we ask that you adhere to the following guidelines for flowers and decorations:

All decorations that are brought in for a wedding must be removed at the end of the ceremony. The limited time for placement and removal of decorations requires that they remain simple. Your florist will have access to the chapel beginning at the start of your three-hour reserved period. Please keep in mind that depending on your wedding schedule, the arrival and seating of guests may also occur during this same time period. The florist must provide sufficient staff for the placement and removal of decorations within the allotted access and departure times. **Floral arrangements CANNOT be placed on the altar.** Your florist needs to supply any pedestals or stands for your arrangements.

If you would like to attach bows or floral arrangements to the pews, please use ribbon, rubber bands or elasticized thread; no wire, tape, tacks, or other adhesives may be used. Decorations on

metal or plastic clips may be used provided the clips are wrapped. Please do not use balloons to decorate the chapel. Nothing may be attached to the chapel walls or ceilings.

You are responsible for providing the unity candles and holders for the candles. Please bring the unity candle with you to the rehearsal if you wish to use them during your ceremony. Please be sure to take them with you after the ceremony. Candles other than the unity candle, tapers for the unity candle, and other altar candles are prohibited.

Aisle Runner

For safety reasons, aisle runners are **not** permitted in the Linehan Chapel.

Photographers/Videographers

All of your wedding photography/videography should take place during your three hour reserved wedding time. You should plan on approximately 45 minutes to one hour for photography. You may prefer to have some or all of your pictures taken before the ceremony to minimize disruption and reduce the time period between the ceremony and reception. Please take your photography plans into account before setting your wedding time.

Photographs of your wedding may be taken in the Chapel, the bride's room, the sacristy (groomsmen waiting area), and the narthex (lobby). Additional photos may be taken on campus grounds. Please be respectful of other members of the Nazareth College community and our neighbors when taking any outdoor shots.

Your photographer may wish to take a few photographs from the choir loft on the second floor. Only your photographer and/or videographer have access to the choir loft; guests are not permitted in that space.

You may wish to ask that your guests refrain from using flash photography during your ceremony if you are using a professional photographer. The flash from the guests' cameras can interfere with the photographer's flash and reduce the quality of the resulting pictures. Please be sure to discuss this with your photographer before the wedding and make your wishes known to your guests.

Please also be sure to discuss your photography plans with your officiant prior to the wedding date.

Bridal Party

Members of the bridal party may prepare in the Bride's Room, which is located on the first floor of the Golisano Academic Center. The room provides a comfortable space for you and your attendants to get ready before the ceremony.

The groom and his attendants can prepare in the sacristy near the altar area of the chapel.

The Bride and Groom are responsible for designating a person(s) to:

• Coordinate your wedding and rehearsal (often the officiant, but could be a family member or a professional wedding planner)
• Officiate your ceremony and wedding vows
• Decorate and provide flowers (see flowers/decorations guidelines)
• Clear chapel, Bride's Room, and restrooms of all items belonging to your wedding party or guests.

Nazareth College does not assume responsibility for any items you or your guests leave behind.

Parking

Parking is available in the lot adjacent to the building (Lot Q) as well as the lot in front of the building (Lot R). The circular sidewalk in front of the Golisano Academic Center is reserved for limousines and other wedding party transportation. Fire code prohibits parking in this circle. Please have any bridal party transportation (limousines, etc.) park in designated parking spaces after drop-off.

Accessibility

The B. Thomas Golisano Academic Center and the Linehan Chapel are handicap accessible. Guests who cannot enter the building via the front stairs should use the north entrance (which faces the guest parking lot). Elevators are available from the ground level to the first floor, where the chapel is located.

Additional Guidelines & Information

- These guidelines were created to provide a basic framework for having your wedding ceremony in the Linehan Chapel. Your cooperation will aid the college staff in assisting you to make your wedding a memorable beginning of your married life.

- Nazareth College policy does not permit smoking in any of its facilities at any time.

- **No food or beverages may be taken into the chapel for the rehearsal and wedding.**

- Restrooms are located in close proximity to the chapel and are fully accessible.

- The B. Thomas Golisano Academic Center is foremost an academic building. As everything you need for your wedding is located on the first floor, including restrooms, we ask that you and your guests remain on the first floor of the building at all times.

- Please notify your guests that rice, confetti, birdseed, flower petals, etc. are not to be thrown either inside or outside of the chapel or on adjacent grounds. If you wish, bubbles may be used only outside of the Golisano Academic Center.

Appendix 1:

Nazareth College
Approved Organists for Linehan Chapel
(listed in alphabetical order)

Alexandra Barbato
585-746-2678
abarbat2@naz.edu
Good Shepherd Episcopal Church, Webster

Paul Frolick
241-9317 (H) 586-1226 (Ch/W)
pfrolick@inetmail.att.net
Director of Music, Christ Church, Pittsford

Stephanie Honz
381-6688 (H) 586-5675 x251 (Ch/W)
shonz@stlouischurch.org
Pastoral Associate of Music & Liturgy, St. Louis Church, Pittsford

Meghan Robinson
256-7388, 315-723-1965
Mrobins4@naz.edu
Organist, Our Lady Queen of Peace, Brighton

Mary Van Houten
(585) 388-0040
maryvanhouten@juno.com
Director of Music, Church of the Assumption, Fairport

Additional musicians approved for performances in the Linehan Chapel would include all Nazareth College Department of Music Alumni/ae. The musicians on the list would also be appropriate pianists should the need exist.

Should the need arise for an organist not included in the above listing, please contact the Chair of the Department of Music, Dr. James Douthit (jdouthi2@naz.edu) for approval.

FEES FOR THE ORGANIST

Each of the approved organists has the ability to establish their own fee.
The American Guild of Organists recommends the following fees:

- Service fees are $150-$350 (service only)
- Wedding rehearsal with bridal party is $50-$100/hour.
- Additional rehearsals are $30-$50/hour.
- Mileage of 32.5 cents/mile is charged if visits to church for practice, rehearsal, and service exceed 20 miles per round trip.
- The charge for contracting singers/instrumentalists is $15-$35/person hired.

INSTRUMENTS AVAILABLE IN THE CHAPEL

PIANO

A grand piano is available in the front of the Chapel. The Department of Music maintains the tuning of this instrument for its recital schedule. If you have an extensive amount of music in your wedding service utilizing the piano and wish to have an additional tuning done for your wedding this can be arranged through the Department of Music utilizing the technicians contracted by Nazareth College. This tuning can vary in cost from $75.00-$125.00.

ORGANS

Wicks Pipe Organ

In the front of the Chapel is a small Wicks Pipe Organ. It was donated by Marie E. Staropoli in loving memory of her husband Frank G. Staropoli. The organ was recently moved to Linehan Chapel from the Forum through the generous contributions of the Schmidt Foundation. The organ is portable on the raised area and would sound particularly good as an accompaniment to a brass group or other instruments.

The instrument has two manuals with the following stops:

MANUAL I (Great):
Gemshorn 8'
Block Flute 2'
Gedeckt 8'
Principal 4'
Dulzian 8'

MANUAL II (Swell):
Gemshorn 8'
Spitz Oktav 2'
Dulzian 8'
Nachthorn 4'
Quint 1 1/3'
Tremolo

PEDAL:
Gedeckt 8'
Dulzian 8'
Sub Bass 16'
Choral Bass 4'

Historic Skinner Organ

A pipe organ built by the Skinner Organ Company (Opus 775, 1929) is available in the Choir Loft of Linehan Chapel. Built in 1929, the organ has not undergone significant restoration during its lifetime. It has a lovely tone, but the instrument is rather small for the Chapel, compared to the size of a typical pipe organ that would be located in a Chapel of this size.

The working condition is at times difficult to predict. The Department of Music maintains the instrument with two annual service calls, generally in October/November and April/May. If you are utilizing a significant amount of organ music and wish to request a service call for the instrument, this can be arranged through the Department of Music utilizing the technicians contracted by Nazareth College. This has to be requested well in advance of the wedding ceremony. The fee for this service ranges from $400.00-$600.00.

The stop list for the organ includes:

Swell	*Great*	*Pedal*
Tremolo	Octave 4’	Echo Lieblich 16’
Trumpet 8’	Flute 4’ (sw)	Bourdon 16’
Flute 4’	Dulciana 8’(sw)	Chimes
Dulciana 8’	Rohr Flute 8’ (sw)	Sw/Ped 8’, 4’
Rohr Flute 8’	Diapason 8’	Gr/Ped 8’
Diapason 8’	Chimes	
Sw/Sw 8’,4’	Sw/Gr 16’, 8’, 4’	

Appendix 2:

11/17/05

Additional Requirements for Roman Catholic Weddings at Nazareth College

Before a couple selects a date for a Roman Catholic wedding the couple must first contact Jamie Fazio, the Catholic Campus Minister, (585) 389-2308.

Written notification by priest/deacon who will perform the ceremony **must** accompany the deposit stating that he will perform the ceremony, ensure that both parties are free to marry and see that all premarital obligations are completed.

The priest/deacon can obtain delegation to witness a wedding at Nazareth by contacting:

Rev. Daniel J. Condon, Chancellor
1150 Buffalo Road
Rochester, NY 14624
fcondon@dor.org

Roman Catholic wedding files are kept at Nazareth and are recoded in Nazareth's sacramental records, retained in the Office of Center for Spirituality.

The following **must** be included in the file before a marriage is recorded at Nazareth:

1. Pre-marital Investigation forms
2. Recent copies of baptismal certificates
3. Dispensation forms where applicable – see notes below
4. FOCUS Inventory (Diocese of Rochester requirement only)
5. Proof of Pre-Cana or Engaged encounter
6. A copy of the New York State Wedding License

*Notes on Mixed Marriages: A mixed marriage, the marriage of a Catholic and a baptized non-catholic, requires the express permission of the diocesan bishop. A marriage between and a Catholic and a nonbaptized person requires a dispensation from the diocesan bishop. Such permission is obtained by the minister preparing the couple. (Canon 1124).

Notes on Marriage Protocol:

"Couples are encouraged to begin formal marriage preparation with their parish priest/deacon as soon as possible after the engagement. Ideally this can occur a year before the anticipated wedding date. However, to insure that a couple has time to prepare in a serious way for their marriage, this preparation should begin at lest six months before any anticipated date for the wedding"

"Since the preparation must* include a honest examination on the part of the couple and priest/deacon about the wisdom of the marriage,** *no firm date for the wedding should be set until the conclusion of the couple's first meeting with the parish priest/deacon."**

As quoted from "Sacramental Life in the Diocese of Rochester, New York," on the Rite of marriage, Section I, Letter C)