

All Saints Chapel, Carroll College

Wedding Policy

MARRIAGE: A CELEBRATION OF THE WHOLE CHURCH

Congratulations on your upcoming wedding! Carroll College Campus Ministry is excited to help you take this momentous step in your faith journey.

The exchange of wedding vows is a visible sign of God's presence and love manifested in a beautiful way through a man and woman. As the couple makes vows to each other, the local faith community promises to support them in times of joy and in times of need. A commitment is made not only between the woman and the man, but also between the couple and the Church, and the Church with her members.

Because of the unique nature of the Carroll community and the relationships established here, students, faculty, and staff may wish to celebrate the Sacrament of Marriage on campus in All Saints Chapel. The Diocese of Helena and the Office of Campus Ministry at Carroll College have set guidelines to facilitate a valid celebration of this sacrament.

The Catholic Church encourages the communal celebration of sacraments in a parish setting. Carroll College Campus Ministry is not a self-sustaining parish but is, rather, an extension of the ministry of the Cathedral of St. Helena. As such, most of the following policies match those of the Cathedral in accord with the norms established by the Diocese of Helena. Furthermore, as a space consecrated according to the Rites of the Roman Catholic Church, only Catholic wedding ceremonies can be performed in All Saints Chapel (please see pg. 3 for different ceremonial options within the Catholic tradition). For non-Catholic couples seeking to get married on campus, Campus Ministry is very willing to assist in finding a suitable location to accommodate such a request.

THOSE WHO ARE ELIGIBLE TO BE MARRIED IN A ROMAN CATHOLIC CELEBRATION OF THE SACRAMENT OF MARRIAGE IN ALL SAINTS CHAPEL, CARROLL COLLEGE:

1. Current full-time undergraduate and graduate Carroll students
2. Current Carroll faculty and/or staff members and their children
3. Alumni of Carroll College (only one member of the couple needs to be a Carroll alumnus/a)

Anyone seeking to celebrate the Sacrament of Marriage in All Saints Chapel must meet all canonical requirements and, prior to securing a date for a wedding, must submit a letter from their pastor(s) permitting them to marry outside their parish boundary at Carroll College.

All couples inquiring about the use of All Saints Chapel for their wedding should contact Deidre Casey (dlcasey@carroll.edu or 406-447-4338) for more information.

SELECTION OF A DATE AND TIME

Desired dates may be requested up to fifteen months prior to the ceremony. In the case of multiple requests for a common date, priority is given to current Carroll students. Weddings cannot take place on Sundays or during the Season of Lent. Weddings can be scheduled in All Saints Chapel on Friday afternoon/evening and Saturdays prior to 4pm. A different weekday may be chosen only due to a special circumstance and with permission from the chaplain of the college. A wedding date is not confirmed in All Saints chapel until 1) a completed, signed agreement form along with a \$150.00 deposit is received by Carroll Campus Ministry and 2) confirmation from the Campus Ministry has been sent to the couple.

REHEARSALS

Rehearsals are scheduled for the evening before the wedding, typically at 4pm. The time is subject to the availability of the presiding clergy and staff from Carroll Campus Ministry who will be present to attend to any particular needs and will coordinate the rehearsal in cooperation with the celebrant. Readers, Extraordinary Ministers of Holy Communion, Greeters and the members of the Wedding Party should all attend the rehearsal.

MARRIAGE PREPARATION

The Church takes great care and concern in the preparation of each couple preparing for the Sacrament of Marriage. By establishing a period of a six-month preparation for Marriage, as well as providing programs, interviews and guidance, the Church seeks to assist couples as they begin this lifelong journey.

It is the responsibility of the couple wishing to marry to secure a celebrant (a Catholic priest or deacon) and ensure that he is aware of his responsibilities to conduct a legal marriage in Montana. If a couple desires a particular celebrant, it is helpful to raise this question with him prior to reserving the Chapel. If the celebrant is not from the Diocese of Helena, a letter of good standing will need to be exchanged between the respective chanceries.

The celebrant or another priest or deacon assists the couple in marriage preparation, including necessary paperwork. Marriage preparation within the Diocese of Helena can be done through the [Cathedral of St. Helena](#) if another parish has not been chosen. Marriage preparation can only be done at Carroll through explicit communication with the college chaplain.

Clergy preparing a couple outside of the Diocese of Helena may observe the marriage preparation policies of their diocese. Please note: the clergyman must send the necessary forms along with a letter stating that preparation has been completed through his Chancery office and then to the Chancery of the Diocese of Helena (attn. Chancellor,, Center for Catholic Life of the Diocese of Helena, PO Box 1729, Helena, MT 59624) at least 3 months prior to the scheduled date.

MUSIC FOR YOUR MARRIAGE

The music for the wedding must be suitable to the sacredness of the event. Secular music is not appropriate for a wedding ceremony. The couple is responsible for bringing song selections to the Campus Ministry staff for final approval in the liturgy. They must also provide their own musicians and, if desired, create their own worship aids with the order of the liturgy, participants, and song lyrics. All musician names and song choices must be submitted to Deidre Casey (dlcasey@carroll.edu) at least two months in advance of the ceremony for licensing approval and to initiate dialogue regarding sound system and equipment needs for the musicians. Couples may also contact Deidre for recommendations of local music ministers or song selections that may be able to help meet their needs. Worship aids including music lyrics should be submitted at least one month in advance for licensing compliance editing. No hymnals are available in the chapel. Carroll College Campus Ministry is licensed under OneLicense <https://onelicense.net>, Source and Summit, and CCLI <https://songselect.ccli.com>, which provide a wide variety of contemporary and traditional christian music and lyric publication rights.

THE LITURGY (from the Cathedral of St. Helena marriage policy)

During the Rite of Marriage, you declare your love to each other before God and The Church. This public declaration, witnessed by a prayerful people who actively participate in the Liturgy, gives you an opportunity not only to express the love between yourselves, but also to strengthen the faith of those who come to worship with you.

In preparing for the Marriage Celebration, you will want to read and select Scripture Readings that are provided in the booklet, *Together for Life*: <https://togetherforlifeonline.com>. The Rite of Marriage of the Catholic Church offers two options: marriage during Mass or outside of Mass. The “Rite of Celebrating Marriage during Mass” is used when both the bride and groom are active and participating Catholics. If an active and participating Catholic marries a Baptized Christian of a different denomination they may choose between Marriage during Mass or outside of Mass depending upon which best reflects the choices of both future spouses as well as their expectations. When a Catholic marries a person who is not baptized, the “Rite for Celebrating Marriage outside Mass” is the choice selected. In the positive spirit of ecumenism, great care must be taken to respect the integrity and faith of both people in “interfaith” marriages. Please feel free to call with any questions regarding this.

The Rite of Marriage celebrated during Mass, sometimes referred to as the “Nuptial Mass,” is modeled after the Sunday Mass with its full complement of ministries. The Rite of Marriage is celebrated after the homily. It should be remembered that one of the unique features of the Rite of Marriage is that the bride and groom are the ministers of the Sacrament. This is their ministerial function, and therefore, they should not serve as Readers or Extraordinary Ministers of Holy Communion.

The Rite of Marriage celebrated outside of Mass begins with the Liturgy of the Word followed by The Rite of Marriage. The General Intercessions are included in the Nuptial Blessing. The Lord’s Prayer is prayed by all, followed by the closing prayer and blessing of the Bride and Groom.

Couples are welcome to provide an order of worship/program for the Faithful attending the Marriage Liturgy. The order of worship lists the names of musical selections, acclamations and responses as well as the names of the participants of the Marriage Liturgy. If you wish to provide this service, a member of the Carroll Campus Ministry staff will assist you with this option and must approve your selections.

PARTICIPANTS

The Faithful – this is the congregation, the guests that you have invited to the celebration. The faithful take an active part in the celebration and so their role is not to be neglected or to be thought of as mere spectators. They are an essential part of a grace-filled encounter with the Lord as members of His Mystical Body, the Church.

The Bride and Groom – As ministers of the Sacrament of Marriage, it is your consent and exchange of vows that forms the focus of this celebration. “Marriage arises in the covenant of Marriage, or irrevocable consent, which each individual freely bestows on and accepts from the other” (*General Introduction to the Rite of Marriage*).

The Celebrant – is the Priest or the Deacon who leads the faithful in prayer to God and presides at the exchange of vows. In an interfaith Marriage, the minister of the non-Catholic spouse may be invited to participate in the Liturgy, offering prayers and blessing for the couple. The Carroll College chaplain will supply guidelines for their participation.

The Extraordinary Ministers of Holy Communion – are Catholic lay women and men who assist with the distribution of Holy Communion. These ministers are commissioned and are active in their own parish as Extraordinary Ministers. Typically, you would invite 1-3 people to minister in this way at your wedding: one to assist the celebrant with distribution of the Precious Body and 2 ministers to distribute the Precious Blood.

The Servers – Function as cross-bearer and candle-bearers, assist the celebrant as book-bearer and prepare the altar for the Liturgy of the Eucharist. Servers are young men and women who are trained and active in their own parish.

The Readers – Those people selected to proclaim the first and second readings during the Liturgy of the Word, and often the Psalm response. The second reader usually leads the Universal Prayers after the homily. Readers are trained and active in their own parish.

The Maid of Honor and Best Man – These two people assist the bride and groom and stand as official witnesses to the ceremony. Ordinarily they are family members or close friends who wish to publicly associate themselves with your vows of commitment to each other. They are also active participants in the celebration of the Liturgy and they sign the Marriage License following the celebration.

Greeters – are friends or relatives assigned to greet people at the door, to distribute the order of worship and assist with seating the guests as needed. If desired, it is very acceptable for the bride and groom to greet their guests as they enter the Chapel.

Flower Girl and Ring Bearer – if the couple so desires, there is normally one Flower Girl and one Ring bearer.

FLOWERS AND DECORATIONS

Decorations are limited to flowers, tastefully placed in the sanctuary. Florists must provide their own flower stands, and flowers are not to be placed upon the altar itself or the baptismal font.

The use of rice, confetti, birdseed, flower petals, bubbles, sparklers (anything that may be left on the ground) is not permitted inside or outside of the chapel.

All programs, song sheets, or worship aids are to be collected by those using the chapel or by ushers who represent them. All trash is to be placed in proper containers.

HOSPITALITY AND DRESSING ROOMS

Carroll Campus Ministry can provide a lounge space and restroom for the wedding party to gather downstairs and prepare prior to the celebration if needed. Classroom #201, located upstairs across from the chapel balcony, is also available for additional preparation and waiting. The bridal party and guests are responsible for all clean up and full removal of personal items and garbage from these spaces before leaving after the wedding ceremony.

The sacristy and confessional located in the back of the chapel may not, under any circumstances, be used as dressing rooms.

We respectfully request that no food or drink be brought into the chapel proper.

PARKING

Parking on the weekends at Carroll is available in all lots to guests on a first-come first-served basis, with the exception of the St. Charles “A” lot, located closest to the east entrance of St. Charles Hall. Handicapped parking and elevator accessibility to All Saints Chapel is available on the lower north side of the chapel, across from the library at the Campus Ministry office entrance.

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages prior to the Celebration of the Sacrament of Marriage is strictly prohibited. It is the responsibility of the couple to inform the entire wedding party of this regulation and to comply with it. Any infraction of this policy will result in the automatic forfeiture of the deposit and the expulsion of anyone who is inebriated, including members of the wedding party.

FEES

The fees specified for your Marriage Liturgy help defray the cost of the services of the Carroll Staff as well as the expense of maintaining the facilities, lighting, utilities, music licenses, etc. Couples often ask whether it is appropriate to make a monetary gift to the Priest or Deacon who celebrated their Marriage. It is certainly customary and many couples find this a good way to express their thanks, although it is not required.

An initial, refundable \$150 damage deposit is required for all Marriage celebrations to confirm a date reservation. This deposit should be sent at the time of the initial request to confirm a date.

Marriage Fees for Carroll College, All Saints Chapel (maximum capacity 436):

- \$150.00 refundable damage deposit (returned within 30 days of the ceremony assuming full compliance with all of the policies and procedures, including payment of fees according to the agreement, maintaining the Chapel, and observing the no-alcohol policy.)
- \$650.00 Contribution: includes use of chapel space for 1 hour rehearsal, and then up to 4 hours for the marriage celebration, preparation and pictures with on-site Carroll Campus Ministry staff available. Please confirm your preferred chapel arrival and departure time with Deidre Casey.
- Separate fee for special event insurance which must be purchased privately: you can also get a quote at [Event Insurance](#). Once purchased, please submit a COI to dlcasey@carroll.edu.
- All of the fees need to be received by the college by 3 months before the scheduled wedding date. If there is a cancellation within 3 months of the reserved date, only \$325 of the \$650 contribution will be refunded.

Please pay all fees through the Carroll Marketplace page.

WEDDING RECEPTIONS ON CARROLL COLLEGE CAMPUS

There are a variety of venues and catering options available at Carroll for your wedding reception. To enjoy the convenience and simplicity of keeping all of your celebration in one location, you can make any inquiries regarding a wedding reception on campus with:

Maleen Olsen
Carroll College Conferencing and Events Manager
1601 North Benton, Helena MT 59625
Phone: (406) 447-4407
Email: mcolson@carroll.edu

RESPONSIBILITIES OF THE COUPLE

Officiant: The couple wishing to marry must contact a presider (either a Catholic priest or Catholic deacon with appropriate canonical faculties) and ensure that he is aware of his responsibilities to conduct a legal marriage in the Diocese of Helena. Visiting clergy must contact the Chancery of the Diocese of Helena for permission/delegation: [Chancery Services](#)

Marriage preparation: The couple must receive appropriate education and pastoral preparation through participation in a six-month marriage preparation program approved by the Diocese of Helena. A certification of completion must be submitted and kept with the couple's marriage records.

Montana Marriage license: No more than 180 days prior to the wedding, the couple must obtain a marriage license. This is to be provided to the celebrant of the wedding, who is responsible to obtain the signatures of the primary witnesses. A copy of the signed license will be made immediately following the ceremony for the marriage record file kept at the Cathedral of St. Helena. The couple will then mail the signed license back to the county. You can learn more about obtaining a marriage license in Lewis and Clark County here: [Marriage Licenses - Lewis & Clark County](#)

Per policy of the Roman Catholic Diocese of Helena, a completed prenuptial file must include:

☐ Sacramental Records: Each baptized person being married must present an official copy of his/her baptismal record for inclusion in the marriage file. For Catholics, this means obtaining an official copy of your baptism and confirmation certificate issued within six months of the wedding. For non-Catholics, any permanent copy of your baptismal record will suffice. These documents become part of the official marriage file and cannot be returned.

☐ Completed Prenuptial Questionnaire (Form A)

☐ Premarital Inventory certificate of completion, report, or equivalent (e.g. FOCCUS, Prepare & Enrich or PMI etc.)

☐ Letter or Certificate(s) of participation in Marriage Preparation Instruction from the parish of

preparation or indicate completion using Form A, section 4.

☐ Canonical Witness Affidavit(s) (Form B) – Requires one witness each, preferably a parent or relative, unless the preparer can personally vouch for the freedom of the bride and/or groom and is morally certain of his or her freedom to marry. In such cases, the preparer must complete Form A, Section 5.

☐ Prior Bonds of Marriage (Form E) – Additionally required if either the bride or groom has been previously married.

☐ Death Certificate of previous spouse or Annulment Decree

☐ Canonical Dispensations and/or Permissions (if necessary; Forms C, D, E, or H)

☐ Signed copy of the Marriage License. The license is obtained from the Clerk of District Court. Once issued, the license can be used immediately or up to 180 days after the date of issue in the state of Montana.

All documents must be presented to the officiating priest/deacon, who confirms their receipt with the Carroll Chaplain a minimum of three months before the wedding. Following the wedding, all documents must be submitted to the Office of Campus Ministry to be kept in the official marriage record at the Cathedral of St. Helena.

Please contact Deidre Casey with the office of Campus Ministry at Carroll College with any further questions or inquiries regarding Marriage Liturgy at Carroll's All Saints Chapel.

406-447-4338

dlcasey@carroll.edu

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