



SALVE REGINA  
UNIVERSITY

# Catholic Wedding Handbook



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OUR LADY OF MERCY CHAPEL OCHRE POINT AVENUE NEWPORT RHODE ISLAND



# SALVE

NEWPORT • RHODE ISLAND

Set amidst the stunning 80-acre oceanside campus of Salve Regina University in Newport, Rhode Island, Our Lady of Mercy Chapel adds a touch of quaint charm to the surroundings.

Located just a short walk from the renowned Cliff Walk and Newport's luxurious Gilded Age mansions, it offers a breathtaking setting for romantic weddings.



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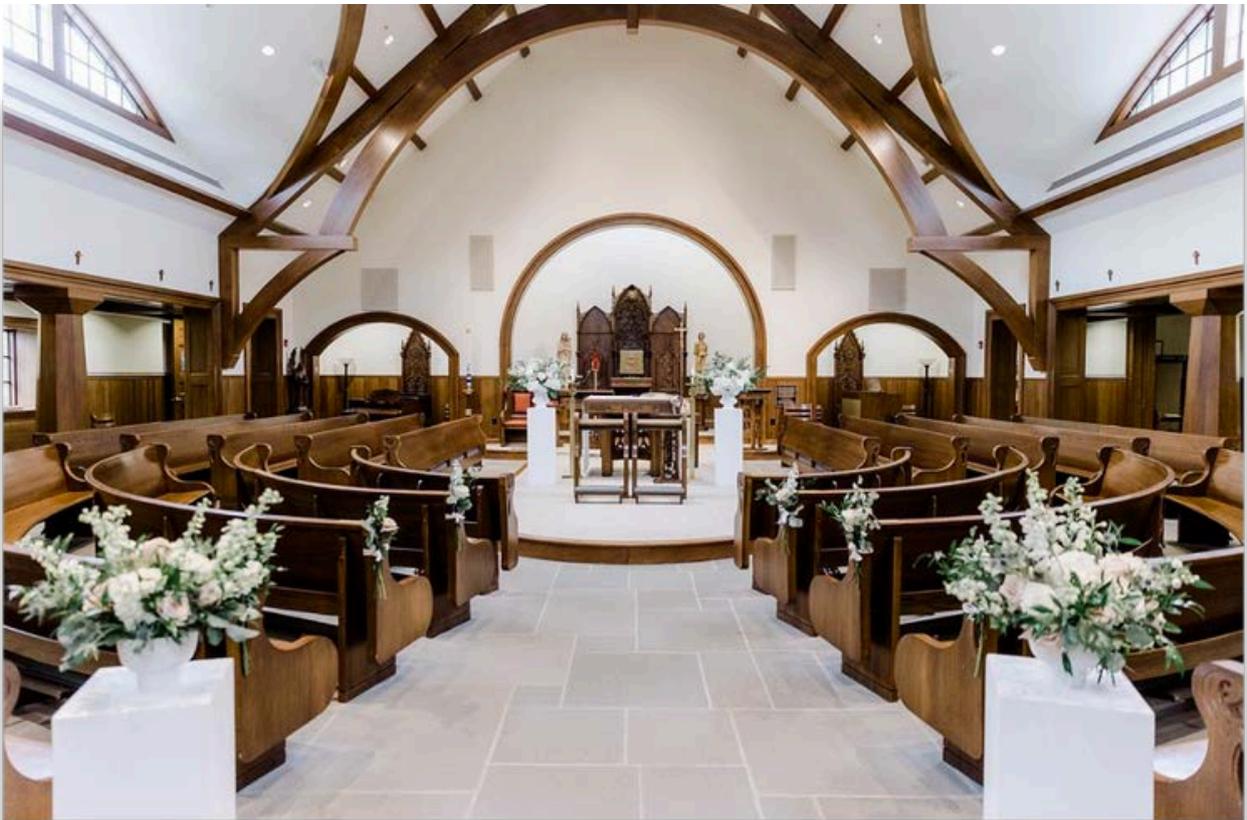
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# Congratulations on your engagement!

We sincerely hope and pray that as you embark on your journey of preparation, you will gain a deeper insight into God's plan for your marriage. May you also discover the truths and virtues essential for fulfilling your vocation as husband and wife.



- Seating for 200+

- Air-Conditioned

Our Lady of Mercy Chapel is an enchanting Roman Catholic sanctuary with an intimate feel. With its gracefully arranged semi-circular pews, your family and friends will envelop you with love and affection as you exchange your sacred vows.

# Eligibility

## Roman Catholic ✓

Either the bride or the groom is a registered parishioner of a Roman Catholic Church.

## 8 Months to Prepare ✓

Your proposed wedding date is at least 8 months away.

## Priest to Prepare ✓

You have a Catholic priest or deacon who will oversee your sacramental preparation.

## ! Priest to Officiate ✓

You have a Catholic priest or deacon who will officiate your wedding ceremony.



## Why do I have to bring my own priest?

*Opting to marry outside your home parish brings distinct challenges.* Our Lady of Mercy Chapel is not a parish church and does not have a resident priest. (Local priests cannot keep up with the demands of hundreds of destination weddings in Newport each year.) Consult your parish priest to see if he is available to travel for your ceremony. If he cannot, ask for recommendations. You might also know a priest who is a family friend or an acquaintance you could approach. Additionally, consider reaching out to the campus ministry at your alma mater to inquire about any available priests.

# Ceremony Times

**Fridays at 2:30 pm**

**Saturdays at 1:00 pm and 4:00pm**

**Sundays at 2:00pm**



# Reserving a Wedding Date



## ○ Contact the Chapel

Contact Michaela Cannon, Sacramental Coordinator, at 401.341.3153 or catholicweddings@salve.edu.

## ○ Place a 30-Day Hold on a Date & Time

That ceremony date & time will be held so that within 30 days you can submit the following 3 items:

**A**

### Reservation Form

Found here: <https://salve.edu/chapel-reservation-form>

**B**

### Letter of Permission

A letter from your parish priest (either bride or groom) verifying membership in a parish & granting permission for you to marry at Our Lady of Mercy Chapel.

**C**

### Payment

Either by check made out to Salve Regina University or by requesting an online payment option.

**\$3000** Includes the use of the chapel and its grounds, as well as the services of our Sacramental Coordinator and Ceremony Coordinator

**\$1000** For Salve Regina University Affiliates  
Full-time students, graduates, faculty & staff  
(Not applicable to relatives and friends of affiliates)

# Preparing for the Sacrament of Marriage

Just like the other sacraments in the Church, marriage calls for specific preparation. We are here to guide and support you on your path to the altar, but it is your responsibility to fulfill all the required steps.



## 12 Months Before Your Ceremony

**Meet with the priest or deacon who will oversee your marriage preparation.**

## 8 Months Before Your Ceremony

**Schedule and attend a Pre-Cana or Marriage Prep Class.**

## 5 Months Before Your Ceremony

**Finalize your sacramental preparation with your priest or deacon and ensure that your Pre-Nuptial File is submitted to your home diocese.**

## 1 Month Before Your Ceremony

### **Obtain your marriage license.**

A RI State marriage license is valid for 90 days after issue. The priest has no legal authority to marry a couple who have not obtained a license, nor can he legally marry a couple with an expired license.

#### If you currently live in Rhode Island

- If both parties live in RI, you may apply for a marriage license at the city or town hall where either party has legal residency.
- If only one person lives in RI, you must apply for a marriage license from the city or town hall where the RI resident lives.

#### If you do not currently live in Rhode Island

- You must book an appointment to apply for a marriage license in person at Newport City Hall 43 Broadway. (Book WELL in advance as appointments fill quickly.)

# Preparing Your Pre-Nuptial Data File

Your Pre-Nuptial File) is compiled with the help of the priest or deacon who prepares you for the sacrament of marriage and consists of:



Pre-Nuptial File

 ROMAN CATHOLIC  
DIOCESE of PROVIDENCE

1. Pre-Marital Investigation (interview) conducted by your priest
2. Baptismal & Other Sacramental Certificates for bride and groom
  - For Catholics:**  
Call the church where you were baptized, explain that you are preparing for marriage, and request a current copy of your records (*not the original certificate*) with notations regarding other sacraments on the reverse side.
  - For Non-Catholics:**
    - Copy of Birth Certificate
    - Baptismal Certificate (if baptized)
    - 2 Letters of "Free Status" from family members or close friends stating you have never been married.
3. Certificate of Completion of Pre-Cana/Marriage Prep Program
4. Letter of Good Standing for the priest/deacon who will officiate (only if he is outside the Diocese of Providence)

*If you live outside the Diocese of Providence, your PNF must be submitted to your home Diocese by your priest or deacon at least five months before your ceremony.*

*Your file will be reviewed and approved by your Diocesan Tribunal before it is sent to the Diocese of Providence for additional evaluation and final approval. It is then forwarded to Our Lady of Mercy Chapel. Due to the necessary processing time, it is essential to complete and submit the PNF well in advance.*

# Policies & Info

## Our Lady of Mercy Chapel

You and your guests will be expected to show proper reverence (in attire and behavior) for the sacred space and solemnity of the Sacrament of Marriage at both the rehearsal and the ceremony.

### Communications

While many aspects of wedding planning can be outsourced, the Sacrament of Marriage requires personal involvement. All communications and requests must originate solely from the bride and groom.

### Decorations

Floral arrangements must work around the furnishings and seasonal liturgical decorations of Our Lady of Mercy Chapel.

Flowers are not allowed on the altar table itself. Please confer with your officiant about flowers placed in the sanctuary.

Pew bows or floral decorations must be affixed with ribbon.

Aisle runners are not permitted.

Flower petals, confetti, rice, seeds and bubbles are not permitted in or on Chapel grounds.

The Chapel will be open 1 hour prior to your ceremony for your florist to set up, and all arrangements should be removed promptly following the ceremony.

### Photography

Your photographer (and/or videographer) should meet with both your officiant and our Ceremony Coordinator before the ceremony to discuss parameters. In general, they should be as inconspicuous as possible, are not allowed in the sanctuary area, shouldn't obstruct or delay any part of the ceremony, and are asked to be seated during the Liturgy of the Eucharist.

### Alcohol

Alcohol is not allowed in or on Chapel grounds. On your wedding day, the entire bridal party is required to abstain from alcohol before arriving at the Chapel.

### Stipends

Stipends for musicians and officiant will be determined in advance and paid at the rehearsal or before.

### Wedding Planners

Wedding Planners are welcome to attend the rehearsal and ceremony to provide help and moral support, but they should NOT be involved in the planning or rehearsing of your wedding ceremony.

## Directions

The best GPS address to use is 100 Ochre Point Avenue which will bring your guests to Ochre Court, Salve's administrative building, Ochre Court, which is adjacent to Our Lady of Mercy Chapel. (GPS directions to the Chapel will take guests to the rear entrance which has virtually no parking.)

## Traffic

Please inform your guests that they may encounter significant traffic in and around Newport (especially during peak season) and should allow plenty of extra time to reach the Chapel on your wedding day.

## Parking

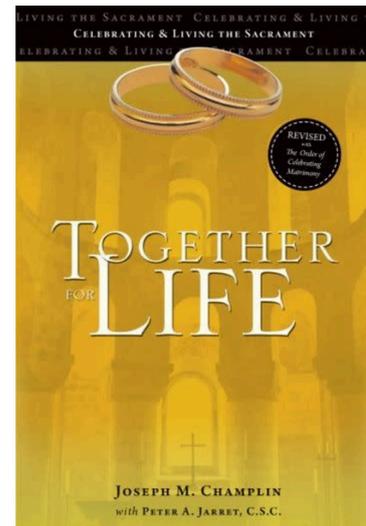
Your guests may park on the street or in any parking lot on campus even if designated for students, faculty and staff only. However, because campus activities are not always planned in advance, providing transportation for your guests (by bus or trolley) is always a great option.

## Handicap Access

Handicap accessibility to the Chapel is provided through a walkway situated on McAuley Circle, near the statue of Catherine McAuley. Additionally, the Chapel features a bathroom designed for handicap access.



# Planning Your Ceremony



## Liturgy

We invite you to focus on the ceremony as the heart of your wedding celebration, placing it above all other elements. During your Pre-Cana or Marriage Prep class, you will receive a booklet titled "Together for Life" (also available on amazon.com). This booklet includes a collection of prayers, readings, blessings, and vows for your ceremony. Your priest will be there to help you in planning your wedding liturgy.

## Music

Your wedding ceremony is a Catholic liturgy, meaning that all musical selections must be sacred. Secular or popular music is not suitable. Please reach out to our Campus Minister for Music and Worship, who will help you in selecting the music for your special day. Ensure that your priest reviews and approves the music before making any final decisions.

## Musicians

Our Lady of Mercy Chapel is equipped with both an organ and a piano. Our Campus Minister for Music and Worship can assist you in finding additional musicians to accompany these instruments.

## Programs

Programs can enhance your guests' understanding and enjoyment of your wedding ceremony, though they are not required. Please note that we do not supply programs; this is the couple's responsibility.



# Your Rehearsal

You will receive a Ceremony Details Form one month prior to your wedding date. (If needed, it can be sent earlier upon request.) This form will assist you in organizing your processional order, readings, readers, music, and all elements of your ceremony.

Wedding rehearsals are typically scheduled for the evening before your wedding and last around 30 to 45 minutes.

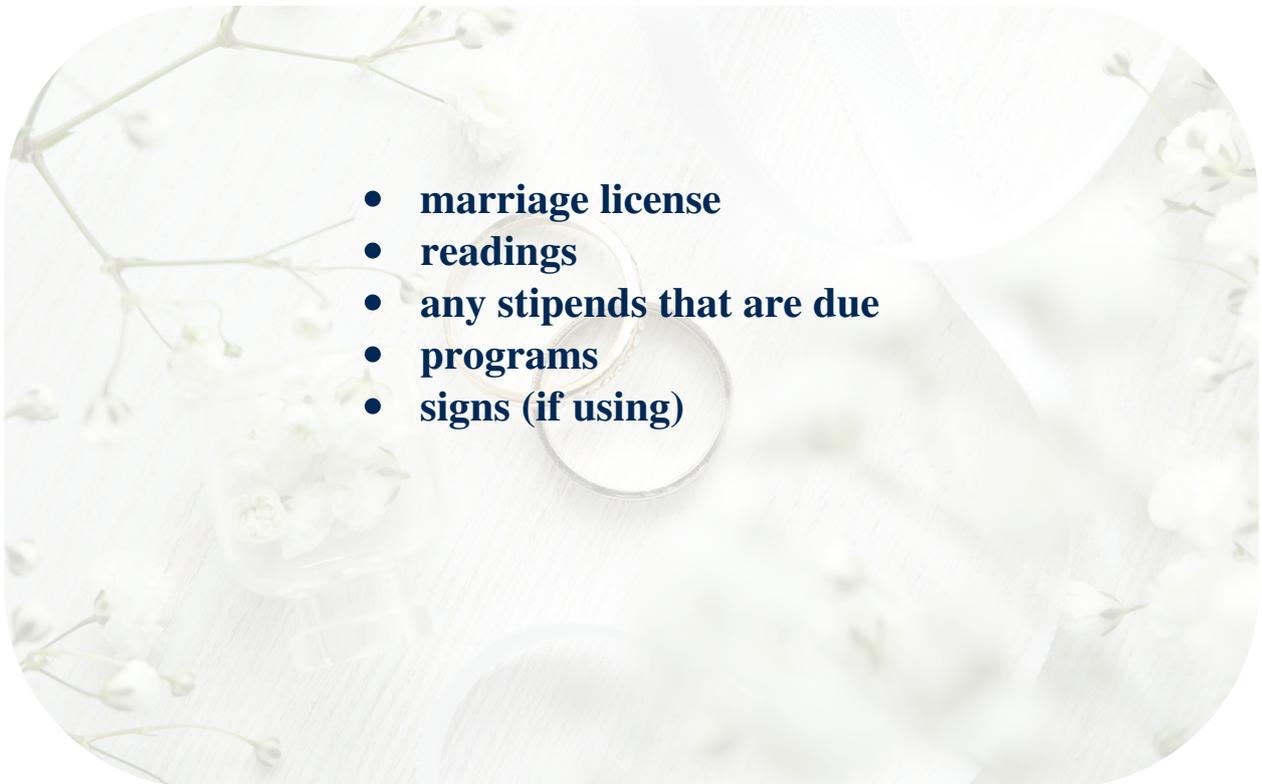
It is recommended that your officiant be present, along with anyone involved in the ceremony.

Our Lady of Mercy Chapel has a Ceremony Coordinator on staff who will lead the rehearsal and be available during your ceremony to ensure everything goes smoothly. Wedding planners and day-of coordinators may only provide support or assistance.

Please be punctual on the evening of your rehearsal.

You will need to bring:

- **marriage license**
- **readings**
- **any stipends that are due**
- **programs**
- **signs (if using)**



# Your Wedding Day!

The chapel will be open 1 hour before your ceremony and will remain open for 1 hour following.

The groom and groomsmen should arrive no later than 45 minutes before the ceremony to greet and seat guests.



The bride and her attendants should arrive at the Chapel 10 minutes before the scheduled start of the ceremony and await the signal from our Ceremony Coordinator to enter the Chapel waiting area.

Please come dressed and ready, as we have no preparation area and don't allow hairspray, curling irons, etc. in the Chapel.

Following your ceremony, your officiant will sign your marriage license, and your Ceremony Coordinator will mail it to Newport City Hall before leaving campus.

# After Your Wedding Day



Your marriage certificate is provided by the City of Newport, and you are required to request a copy personally.

You can obtain copies of your marriage certificate through one of the following methods: in-person, by mail, or online at:

Vital Records  
Newport City Hall  
43 Broadway  
Newport, Rhode Island 02840

Visit: <https://www.cityofnewport.com/>

Your Sacrament of Marriage will be officially  
recorded at:

Saint Mary's Church  
12 William Street  
Newport, Rhode Island 02840