





## WELCOME

Congratulations on your engagement! We are excited that you have chosen the Chapel of the Immaculate Conception for your wedding liturgy. The celebration of the sacrament of Holy Matrimony is an important moment for you in your faith journey. We look forward to assisting you in the sacramental preparation process, as well as planning for your special day.



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## GENERAL

**To be married in the Chapel, at least one of the parties must be Catholic and must be one of the following:**

- A current University of Dayton student
- A graduate, current faculty, or staff member of the University of Dayton.
- Children of current members of UD faculty or staff.

**Those planning on getting married should contact the University of Dayton Campus Minister for Liturgy and Sacraments, [Katie Mathews](#), to schedule a date for the wedding.**

Planning should start at least 9-12 months in advance and must comply with all Archdiocesan regulations for weddings. To inquire about reserving the chapel and to discuss chapel availability, contact Katie Mathews by phone (937.229.2019) or email ([mathewsk1@udayton.edu](mailto:mathewsk1@udayton.edu)). A hold can be placed on an available wedding date for up to one week.

*In addition, Campus Ministry reserves the right to restrict other Saturdays as circumstances require.*





## THE CHAPEL

The Chapel of the Immaculate Conception seats 300 people.  
Click to take a [virtual tour](#) of the Chapel using Google Maps.

**The following is the chapel address for wedding invitations:**

University of Dayton  
Chapel of the Immaculate Conception  
300 College Park  
Dayton, Ohio 45469 – 0408

## DATES & TIMES

Weddings in the Chapel of the Immaculate Conception take place on Saturdays at 1pm and 4pm only.

Campus Ministry allots each wedding a maximum of 3 hours beginning one hour before the Wedding start time (e.g. a wedding scheduled for 1pm may start to set up at 12pm and must vacate the chapel at 3pm). At the end of three hours, everyone must cease activities and vacate the chapel.

Campus Ministry does not schedule wedding ceremonies:

- During Lent or the Triduum
- During Advent
- On Holiday Weekends or when the University is closed
- On weekends when special university events are scheduled (like Marianist Celebrations and Orientation Weekend)
- Fridays

In addition, Campus Ministry reserves the right to restrict other Saturdays as circumstances require.





## REHEARSAL DETAILS

Wedding rehearsals are scheduled for one hour. Weddings taking place on Saturday at 1pm will be scheduled for a rehearsal on Friday at 5pm. Weddings taking place on Saturday at 4pm will be scheduled for a rehearsal on Friday at 6pm. Often, rehearsals take less than this allotted time. The priest or deacon witnessing the marriage is normally expected to be present to direct the rehearsal. The University of Dayton Wedding Coordinator will be present to assist as needed.

Participants must be on time. Promptness for both the wedding rehearsal and ceremony is very important out of consideration for other services that may be taking place in the chapel that day. Wedding parties should be on campus 30 minutes prior to their rehearsal start time. To facilitate an orderly process, only those participants vital to the wedding ceremony should be present.

## FEES & GUIDELINES

The fee for a rehearsal and wedding in the Chapel is \$1,100, in addition to a refundable deposit of \$250.00. This includes the use of the Chapel for your wedding and rehearsal, a musician/cantor, and the wedding coordinator. The deposit of \$250 is due to reserve the Chapel for the wedding. A payment of \$550 is due 14 days after booking your wedding and the remaining balance of \$550 is due 30 days before your wedding date. All payments can be made by check or online via credit card through the [E-store](#). If the fee is not paid, the Chapel will not be reserved in your name.

The Chapel costs described here do not include the customary stipend for the priest or deacon who spends many hours with you, preparing for your wedding and then, presiding at it. The minimal suggested stipend is \$100.



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If you are asking the priest or deacon to travel to Dayton for your wedding, you should also offer to take care of his travel expenditures (lodging, meals, gas or airline cost). As a reminder, if you wish to invite your priest or deacon to your rehearsal dinner and/or reception, be sure to do so well in advance. Be sure to send along an invitation and map.

The \$250.00 deposit is normally refunded after the wedding. However, if there is a late cancellation or a lack of cooperation with the rules and policies regarding the use of the Chapel (including throwing rice, confetti or birdseed outside the Chapel doors, taking extra time that encumbers someone else's wedding or other event in the Chapel, bringing alcohol into the Chapel or anywhere on the grounds around the Chapel, or leaving a mess, etc.), the deposit will not be refunded.

## CELEBRANTS & PREPARATION

It is the couple's responsibility to select the priest or deacon who will prepare you for the sacrament of matrimony and preside at the wedding. Contact your priest or deacon to check his availability and discuss how you will complete the wedding preparation process with him.

The Wedding Coordinator will be present at rehearsals and ceremonies to greet celebrants, orient them to the chapel and assist them in setting up for ceremonies.

As you begin this journey towards the Sacrament of Marriage, it is important to spend some time discerning and preparing for the lifelong commitment you are about to make. Be in conversation with your presider about the marriage preparation process. At a minimum, preparation for the Sacrament of Marriage, takes six months.

To learn more about marriage preparation for the Archdiocese of Cincinnati click [here](#).



## REQUIRED DOCUMENTS

The following list of marriage related documents are required by the Chapel of the Immaculate Conception. Together with your presider, you will gather and complete the following forms, all of which must be turned into Fr. Kip Stander, the University Chaplain, no later than one month before the wedding. Contact Fr. Kip at 937.229.2725 or [cstander1@udayton.edu](mailto:cstander1@udayton.edu).

**Please note that, in some situations, obtaining and completing them may require considerable time.**

**1. Presider:** The question of who officiates at your wedding is an important one. The choice of the presider is an invitation that the couple extends to someone they know and trust and someone with whom they are comfortable in his role as a representative of the Church. Any presider in good standing, approved and delegated by Parochial Vicar for the University of Dayton may preside at your wedding in the Chapel.

**2. Record of Baptism:** Updated certificates, issued by the parish where you were baptized (dated less than six months before the wedding), are needed. You cannot use originals or copies of originals for this purpose. Also, make sure all notations are listed including: First Holy Communion, Confirmation and any marriages.

**3. Marriage Registration Form:** This questionnaire is completed by a priest and answered by each party before the pastor or priest. Its purpose is to provide a legal statement of freedom and right of intention to marry.

**4. Marriage Preparation Certificate:** You will receive a certificate at the completion of your marriage preparation program. This marriage preparation process must begin at least six months before your wedding day. The certificate will be part of the paperwork submitted.

**5. Dispensation (if required):** Your officiating priest, deacon, or his delegate will handle any required dispensation. A dispensation is required when a Catholic marries a non-Catholic. Also, if either party has a prior marriage, an original decree of annulment, lack of form or ligamen must be provided before reserving the chapel. No wedding date confirmation will be issued until a Decree of Nullity is finalized.

**6. Civil Marriage License:** Your marriage license should be obtained in the County of Ohio in which you reside, or if you do not reside in Ohio, in Montgomery County. Be advised that a marriage license is only valid for 60 days, so be sure to obtain one about a month before your wedding. For more information on obtaining a marriage license in Montgomery County, click [here](#).

**Please send all wedding related documents to Fr. Kip Stander, the University Chaplain:**

University of Dayton  
Liberty Hall – Fr. Kip Stander, University Chaplain  
300 College Park  
Dayton, OH 45469–0408

*Please note that Holy Angels Catholic Church is our parish of record and all documents will be sent to Holy Angels for proper sacramental recording after the wedding has taken place.*



## MUSIC & LITURGY

The celebration of Christian marriage in the Church is a joyous event and the decisions regarding music and musicians are important ones. When we gather as a Christian community to celebrate sacraments, including marriage, we always do so with congregational singing and the assistance of professionals of various ministries.

The Campus Minister for Liturgical and Pastoral Music is well versed in the Catholic Rite of Matrimony, the liturgy, and the vital connection which exists between music and the sacramental rite. Since your wedding will be celebrated at the University of Dayton Chapel, it follows that making selections about music and additional musicians will best be completed by working with our Campus Minister for Liturgical and Pastoral Music.

The role of music within the wedding liturgy, as with all other liturgical celebrations, is to praise and glorify God through the liturgical ritual. Specifically at a wedding liturgy, we are called to reflect upon God's love for us reflected through the couple getting married. Therefore, of primary consideration when selecting hymns for your wedding and prelude is the liturgical significance of the ceremony and celebration of the sacrament of marriage. We are delighted to assist in planning for these considerations!

The Campus Minister for Liturgical and Pastoral Music, Scott Paepflow, will consult with you about appropriate music choices. Contact Scott at 937.229.2052 or [spaepflow1@udayton.edu](mailto:spaepflow1@udayton.edu) six months prior to your wedding. Your wedding fee includes the services of a UD approved musician. Once Scott assigns an approved musician to your wedding, you will be forwarded their contact information.

For more details about music, answers to several common questions, and a list of song suggestions, please go to the [Liturgical Music for Your Wedding](#) page.



## OTHER

### **Parking:**

Guests may park on campus in any single letter lot. P, B or C lots are recommended. Handicapped parking is available. Click [here](#) to view a map of the University.

### **Bride's Room:**

There is a meeting room located adjacent to the ladies restroom in the Chapel of the Immaculate Conception that is available for the bride and bridesmaids use. This area is expected to be cleaned and straightened by the bridal party following the wedding.

## DECORATIONS

Flowers are ONLY permitted in the 4 plant stands that are positioned on either side of the sanctuary in the Chapel of the Immaculate Conception. These planters will hold 2-8" pots and 2-10" pots. Our plants stands will already be filled with green plants if you decide to not purchase additional flowers. Obviously, you are not required to do so.

No flowers are permitted anywhere else inside of the nave of the chapel. No dropping of silk or fresh flower petals is allowed inside or around the chapel.

There are no decorations allowed on the pews.

The only candles permitted are those already in place. Additional candelabra, lighted or unlighted, or candles in the aisles, on the floor, or on the chairs or pews are not permitted.

Campus Ministry has also banned "runners," made of paper or any other material, in the aisles of the chapel. Campus guidelines prohibit the throwing of rice, birdseed, confetti, sparklers and the like inside and around the chapel.



## EXCHANGE OF VOWS – THE PRIMARY SYMBOL

In the Catholic tradition, the primary Symbol is the Exchange of Vows because this expresses the total gift of self by each person to the other. This is sometimes elaborated by an exchange of rings. The rings express the never-ending promise/commitment just made in the Exchange of Vows.

The wedding candle is not part of the Catholic Wedding Liturgy.

If you want to use a unity candle, it might be best to incorporate it into the Table prayer at the formal dinner which follows the Liturgy. This would be another way to incorporate more special persons into the wedding by having one of them read a prayer or poem as the bride and groom light the unity candle. This could be an opportunity for the bride or groom to compose the prayer or poem, just for this occasion.

## PHOTOGRAPHY & VIDEOGRAPHY

We are happy to welcome your photographer/videographer. Photographers, videographers and their assistants must respect the sacredness of the wedding and the Chapels. They are welcome to speak to the Wedding Coordinator before-hand if they have any questions. Drones are not permitted in the Chapel. Please note that videographers/photographers are not permitted to plug into the chapel's sound system.

## CHAPEL RULES

The use of any type of alcoholic beverages before or during the rehearsal or the ceremony is inappropriate and is not permitted.

For safety reasons, we cannot allow rice, confetti, bird seed, flower petals, potpourri, pennies, balloons etc. to be thrown inside or outside of the chapel. Bubbles or bells are permitted outside of the chapel.

Weddings are expected to begin at their scheduled times. Two weddings may be scheduled for the same day and each wedding is allotted three hours for completion (one hour before the wedding, one hour for the wedding and one hour after the wedding). If your wedding is scheduled for 1pm, the chapel should be clear and ready for your use at 12pm. The bride must be in place and ready to process down the aisle at 1pm. The wedding must be completed, including all photography and guests being outside the chapel by 3pm. If your wedding is scheduled for 4pm, the chapel should be clear and ready for your use at 3pm. The bride must be in place and ready to process down the aisle at 4pm. The wedding must be completed, including all photography and guests being outside the chapel by 6pm.

Any departure from any of the above policies will result in forfeiture of the deposit.





## CONTACT INFORMATION

Katie Mathews, the Campus Minister for Liturgy and Sacraments, is the point of contact for wedding inquiries and reservations. Contact Katie at 937.229.2019 or [mathewsk1@u Dayton.edu](mailto:mathewsk1@u Dayton.edu).

Melissa Flanagan, the part-time Wedding Coordinator, is the point of contact for all wedding planning and will be present at rehearsals and weddings to ensure the orderly flow of your rehearsal and ceremony. Contact Melissa at [udweddings@u Dayton.edu](mailto:udweddings@u Dayton.edu).

Fr. Kip Stander, the University Chaplain, is the person to send all required documentation for your marriage to no later than one month before the wedding. Contact Fr. Kip at 937.229.2725 or [cstander1@u Dayton.edu](mailto:cstander1@u Dayton.edu).

Scott Paepflow, The Campus Minister for Liturgical and Pastoral Music, is the resource for your planning of appropriate music selections for your wedding liturgy. Contact Scott at 937.229.2052 or [spaepflow1@u Dayton.edu](mailto:spaepflow1@u Dayton.edu).

Best wedding practice dictate that we speak directly with the engaged couple and/or celebrant. Please help to deflect calls from third parties including parents, wedding planners, photographers, florists, etc.

PHOTOGRAPHY CREDIT & PAGES:

ROBERT HOGAN | I, 6, 25

TAMMY BRYAN | II, 28, 29

DEANNA MILLER PHOTOGRAPHY | I6, 21, 30

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