

Wedding Program at Stanford University

Wedding Coordinator:

Mary Gallagher

By appointment

650.723.9531

marygal@stanford.edu

Mailing address:

Stanford University

Office for Religious Life

Memorial Church

450 Serra Mall

Stanford, CA 94305

Attn: Wedding Coordinator

WEDDINGS AT MEMORIAL CHURCH

Weddings at Memorial Church continue to be a celebrated tradition at Stanford University. The church provides a sacred space for weddings with guest attendance of 50 to 1,200. True to its original charter, Stanford welcomes all faiths and strives to create a memorable event for all couples.

CIVIL MARRIAGE BLESSINGS

Marriage blessings are not performed for couples that have already been married in a civil ceremony. The only exception to this rule applies to the Catholic Community because the Catholic Church does not recognize weddings that take place outside of the Church.

SAME-GENDER BLESSINGS

Stanford Memorial Church has a long-term commitment and practice to honor the lives of those in same-gender relationships. Interested couples should follow the same procedures as outlined in this document.

RENEWAL OF VOWS

Wedding vow renewal ceremonies are permitted for couples that have been married at least 20 years. Fees include:

- \$1,000: Church Fee. Check payable to “Stanford University”
- \$ 300: Clergy Fee. Check payable to individual clergy.

ELIGIBILITY

To be eligible to have a wedding at Stanford Memorial Church, one member of the couple must qualify with a Stanford University affiliation, listed below. Please note that employment at either Stanford Hospital or Lucile Packard Children’s Hospital does not apply.

- ◆ A full time student; an alumnus/alumna; a current faculty (emeriti excepted) or current staff member of Stanford University
- ◆ A present member of the Catholic Community at Stanford who is registered, participating and contributing for at least one year with a letter confirming that status from the priest

- ◆ A regular, long-term present participant in Stanford's University Public Worship with a letter confirming that status from the Dean or an Associate Dean for Religious Life
- ◆ A child of a person in one of the listed categories
- ◆ Postdoctoral individuals at Stanford University are eligible if the wedding is scheduled and takes place no later than six months after the final day of the post-doc program

WEDDING COORDINATOR

The Wedding Coordinator is responsible for overseeing all aspects of the reservation process, rehearsal, and ceremony, ensuring that all guidelines and protocols are followed. The Wedding Coordinator oversees the rehearsal and ceremony, in conjunction with the clergy, making sure that plans are carried out in a timely manner. At the same time, it is the responsibility of the couple to meet all requirements and to follow the timeline.

CLERGY

Non-Catholic

Clergy who officiate at Memorial Church weddings are a group diverse in many aspects, including religious background and gender. Clergy are assigned to officiate according to a predetermined schedule set approximately six months in advance; clergy may not be substituted.

Catholic

At Catholic weddings, priests from the Catholic Community at Stanford officiate. For a complete description of the Catholic wedding program please go to the Catholic Community at Stanford website <http://catholic.stanford.edu/marriage>. The Catholic Church requires that the process (which includes paperwork and instruction) starts at least six months in advance of the wedding date, and longer if either party has applied or needs to apply for an annulment.

Like Memorial Church itself, the Stanford clergy team is committed to a multi-faith perspective, including non-Christian faiths. In these special cases, guest clergy may be invited to assist in the ceremony. All couples, including those living outside the Bay Area, are required to contact their assigned clergy at least ten weeks prior to the ceremony and meet with him/her in person at least eight weeks before the ceremony. At this meeting, the couple and the clergy will discuss the overall ceremony, the vows to be exchanged, and any other details related to the ceremony.

WEDDING SCHEDULE

Weddings occur only on Saturdays at 11 a.m., 1 p.m., 3 p.m., or 5 p.m. Each couple has the use of the church for two hours and 15 minutes. (e.g., for a 5 p.m. wedding, the couple is guaranteed the church from 4 p.m. until 6:15 p.m.). Weddings must begin on time. No one is permitted inside the church or the Round Room prior to the assigned arrival time.

RESERVATION PROCESS

To begin the reservation process, each couple must meet with the Wedding Coordinator in person, regardless of geographical residence. At this initial meeting, details about the wedding program will be reviewed. This will also be the opportunity to reserve a wedding date on the calendar, requiring an initial deposit of \$1,150 (\$700 for current students), checks payable to “Stanford University”. There will also be time dedicated to take a scored, multiple-choice relations inventory assessment known as the Taylor-Johnson Temperament Analysis (TJTA). The results will be used in mandatory premarital counseling sessions. This initial meeting lasts approximately 1½ hours.

Deposits and reservations are held for two weeks following the initial meeting as a grace period to allow cancellation without penalty. After this period, the wedding date becomes confirmed, additional paperwork will be sent, and the deposit will be processed as a non-refundable fee.

FEEES

The church fee covers the use of the church for both the rehearsal and ceremony, 2 CD's of the ceremony, University Organist, administrative staff, and premarital counseling sessions. Costs to meet with non-Stanford affiliated counselors will be incurred independently.

The fee structure is as follows:

- Church Fee: \$2,600 (\$1,400 for current, full-time matriculating Stanford students whose ceremony will take place less than six months after Commencement)
 - \$1,150 deposit due at initial meeting
 - Remaining balance due three weeks prior to the ceremony
 - Checks made payable to “Stanford University”
- Clergy Fee: \$300
 - Check payable directly to assigned clergy
 - When it is a Catholic ceremony, check payable to “Catholic Community at Stanford”

Once payments are deposited, all fees are non-refundable. In the event of a returned check, a \$50 fee applies.

CHANCEL WEDDINGS

Couples that expect fewer than 50 guests may choose to seat everyone on the Chancel located directly in front of the altar rail. This special arrangement must be discussed in advance.

MARRIAGE LICENSE

Both bride and groom must appear together at a California County Clerk's Office to obtain a marriage license. All non-confidential licenses may be obtained at any county office in California. The closest county office to Stanford is the San Mateo County Office located at 555 County Center in Redwood City. The Santa Clara County Office is at 70 W. Hedding Street in San Jose. Confidential marriage licenses must be obtained by applying within Santa Clara County. Premarital blood tests are not required by the State of California. Marriage licenses are only valid for 90 days prior to the wedding date.

PREMARITAL COUNSELING

Every couple married at Memorial Church is required to participate in premarital counseling. The clergy and their faith communities think it important that couples understand the nature and responsibilities of marriage and have a relationship based on mutual love and respect. Counseling will consist of a total of three hours of participation during which opportunities to understand each other, the relationship, and expectations about marriage will be discussed. Couples must arrange for counseling by contacting the counselor assigned by the Wedding Coordinator at the initial meeting. Once a counseling appointment has been scheduled, the Wedding Coordinator should be informed.

Stanford's wedding program is designed to be flexible and sensitive to a variety of ages and cultures. The TJTA is administered at the initial meeting serves as an instrument to guide meaningful discussion with the counselor. The Catholic Church requests copies of the TJTA profiles but at the same time, all clergy are to be kept apprised of matters where their professional training is useful to couples. In addition to the three hours of premarital counseling, an additional session may occur within the first year of marriage, at the discretion of each couple.

THE WEDDING REHEARSAL

Wedding rehearsals provide the valuable opportunity to organize and walk through the ceremony with the wedding party. Unless there are extenuating circumstances, the rehearsal is scheduled for the afternoon before the wedding day and lasts approximately one hour. Participants include attendants, parents and family members involved in formal seating, readers, ushers, and guest clergy if applicable. It is imperative that everyone is punctual, especially since other rehearsals will take place before or after and the clergy will be asked to participate. If the rehearsal starts late due to a late arrival, the hour will not be extended. Couples must bring the following items to the rehearsal:

- ◆ California Marriage License*, with stamped envelope
- ◆ 5 copies of the wedding program
- ◆ Unity Candle, if a non-standard one is preferred

* If the marriage license is not brought to the rehearsal, the couple is in danger of having their wedding canceled. The couple must designate a volunteer to retrieve the license during the rehearsal and it must be delivered before the end of the rehearsal hour.

FORMAL & GENERAL SEATING

Guests are seated towards the front of the church in the center sections on either side of the main aisle. Bride and groom's 'sides' are only observed for immediate family members. Family or friends who should be formally seated should be identified beforehand, so the Wedding Coordinator can have them practice this during the rehearsal.

BRIDE'S ROOM

The East Room is available for the bride and her attendants as a dressing/waiting area and is available one hour prior to the ceremony start time. Also known as the Bride's Room, it must be cleared out immediately after the ceremony, regardless of whether another wedding party follows or not. The bride should appoint 1-2 people to be responsible for removing all belongings and seeing that the room is left as it was found. There are no facilities for men to dress in the church so they should arrive fully dressed and meet in the Round Room one hour prior to the ceremony.

ALCOHOL

Alcohol is not permitted on the immediate campus except at the Faculty Club. This no-drinking policy applies to Memorial Church, its surrounding area, the rehearsal and the wedding.

MUSIC

The University Organist, Dr. Robert Huw Morgan plays at all weddings unless he designates a substitute. Musical requests must be submitted at least three weeks prior to the wedding. Dr. Morgan can be reached by e-mail: rhmorgan@stanford.edu, phone: 650.725.0503, or fax: 650.725.7009. Only sacred classical music (or music from the couple's religious tradition) will be approved by the organist can be played or sung. The couple will be asked to choose musical selections from a provided CD. The CD also includes vocal pieces performed by soloists who may be requested for a separate fee. Music begins approximately 15 minutes prior to the start of the ceremony. If a soloist or singer is desired, other than those suggested by the University Organist, he/she must abide by the following rules:

- 1) Music selection must be cleared with the organist by providing a recording of a performance by the chosen artist(s) and
- 2) The couple must arrange for piano accompaniment, if needed

PHOTOGRAPHER AND/OR VIDEOGRAPHER

Family and guests attending the ceremony must be informed, either informally before the wedding day or by explicitly stating so in the wedding program, that photography of any kind is not allowed during the ceremony. Professional photographers hired by the couple are the only ones permitted to shoot during the ceremony. It is the responsibility of the couple to inform members of the wedding party, family, and hired professionals of the policies related to photography and videography in the church. The rules outlining professional photography and videography are designed especially for Memorial Church and intended to uphold the sanctity of the ceremony. The complete list of guidelines must be signed and acknowledged by the photographer/videographer prior to the wedding day. Any specific questions or concerns must be asked in advance. On the day of the wedding, the photographer and/or videographer must check in with the Wedding Coordinator at least 45 minutes prior to the ceremony start time.

DECORATIONS

As a safety precaution, cloth runners are not permitted in the aisle and nothing may be tossed e.g. flowers, rice, confetti, etc. All floral arrangements must be preassembled and may be delivered one hour prior to your ceremony at the earliest. Florists must be directed to the Round Room and can only deliver items the day of the wedding. Couples are responsible for providing the florist with delivery instructions and the gate code in order to enter and load behind the church. The Wedding Coordinator will provide the gate code at the rehearsal.

PARKING

At the rehearsal, the Wedding Coordinator will give each couple six passes for six vehicles to park directly in back of the Church on the wedding day. Distribution of these passes is strictly up to the couple. The closest parking areas to the church are in the Palm Drive Oval or at Tresidder Memorial Union, and the walk from either of these lots may take 10-15 minutes. Permit parking spaces in these lots are not enforced on weekends. In order to facilitate a smooth parking experience and ensure that guests will not miss the start of the ceremony, couples should notify guests of the parking challenges and encourage timely arrivals. Directions to the church can be found at <http://www.stanford.edu/group/religiouslife/contactDirections.html>. In addition, a printable campus map can be found at <http://www.stanford.edu/dept/visitorinfo/plan/maps.html>.

For people who are unable to walk prolonged distances, please contact the Diversity and Access Office at disability.access@stanford.edu or 650.725.0326 1-2 weeks prior to your ceremony. Wheelchair/disability access is located behind the church. Special parking provisions for the rehearsal are not available unless passes are requested in advance from the Diversity and Access Office.

If the reception venue will be on campus (e.g., The Stanford Faculty Club or Tresidder Memorial Union, it may be more convenient to direct guests to park near the reception and encourage them walk to the church. Wedding receptions are not allowed outside of the church or in the Main Quad area.