Weddings
At the
UNIVERSITY CHURCH
FORDHAM UNIVERSITY
The Lord bless you and keep you!
The Lord let His face shine upon you
and be gracious to you!
The Lord look upon you kindly
and give you peace!

NUMBERS 6:24–26
Dear friends of Fordham,

Congratulations on your engagement! We are happy that you have chosen to celebrate your Catholic wedding at the historic Fordham University Church.

The information contained in this booklet is designed to assist you in your marriage preparations. Since the University Church is not a parish church, wedding preparations are somewhat different from those in a traditional parish. The Rose Hill campus is located within the boundaries of the parish of Our Lady of Mercy on Marion Avenue, where your sacramental marriage will be registered.

Choosing to have your wedding at the University Church signifies that Fordham holds a special place in your heart. We want to help you in your plans to make your wedding as beautiful, memorable, and uncomplicated a celebration as possible. This will require that you adhere to the guidelines in the booklet. We ask that you cooperate with us so that your family and friends may happily witness your deeply personal commitment to each other.

The Office of Campus Ministry at Rose Hill is the department at Fordham University that handles marriage arrangements for the University Church. For reservations and all other matters concerning marriages here, please contact us at 718-817-4518 or weddings@fordham.edu.

Our best wishes and prayers as you begin preparations for your Catholic marriage at the Fordham University Church, and may God bless you both at this important time in your life.

In the Lord,

The Rev. José Luis Salazar, S.J.
Executive Director of Campus Ministry
SCHEDULING YOUR WEDDING CEREMONY

In keeping with the norms of the Archdiocese of New York regarding where sacramental marriages may be celebrated, the Fordham University Church is permitted, by exception, to celebrate weddings only “if one of the parties is a current student, graduate, staff or faculty member” of Fordham University (or Fordham Prep) and with the consent of the couple’s home parish(es).

You must schedule your marriage with the Office of Campus Ministry. We recommend that this be done at least a year or more in advance of the proposed day. Marriages are scheduled in the church on Saturdays and Sundays (not Fridays, due to rehearsals) around liturgical celebrations and other University events. Because of University needs, some weekend dates and times are not available. The following times are generally available:

Saturdays: Noon, 2 p.m., and 4 p.m.
Sundays: 2 p.m.

Marriages may not be scheduled on major holy days, particularly on Christmas or Easter, or during Holy Week. We are also unable to schedule marriage ceremonies during certain vacation periods.

The fee for the use of the University Church for a wedding can be found on the Campus Ministry website: fordham.edu/cm.

Please call 718-817-4518 to schedule a date and time with Campus Ministry. Then obtain a reservation form on our website,
fordham.edu/cm. Complete this form, attach a nonrefundable deposit of $200 made payable to Fordham University Campus Ministry, and mail to:
Fordham University
Office of Campus Ministry
441 E. Fordham Road
Bronx, NY 10458

The date is confirmed when the nonrefundable deposit of $200 and reservation form have been received by the Office of Campus Ministry within two weeks of initial scheduling of the wedding date and time. Once we receive your deposit and reservation form, a marriage packet containing all the necessary information to plan a wedding at the University Church will be sent to you and to the officiating priest or deacon.

PLANNING THE CEREMONY
The booklet titled Together for Life (Champlin) will help you prepare for your wedding. Many couples have found this publication helpful, not only for planning the wedding liturgy, but also for preparing for their marriage itself. Please spend some time reviewing its contents and choosing the various prayers, readings, and blessings that best reflect your understanding of this important event in your lives.

The University Church sacristan will prepare the church on the day of the wedding at the scheduled time. Normal items used for the wedding liturgy are provided by the church, but items such as floral decorations are not provided. You must arrange for these items yourselves. There are 13 pews from the altar to the break, and then 16 pews to the end of the church.

The consumption of any type of alcoholic beverage in or near the church is inappropriate and will not be permitted. Anyone deemed under the influence will be removed from campus.

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

Late Fee
Weddings are expected to begin at their scheduled time. Two or three weddings may be scheduled for the same day and each wedding is allotted two hours for completion. If your wedding is scheduled for 2 p.m., the church should be clear and ready for your wedding at 1:30 p.m. The bride should be in place and ready to process down the aisle at 2 p.m. The wedding must be completed, photography taken, and
guests outside the church by 3:30 p.m. This allows the next wedding to start at its designated time. Please allow sufficient time to “get to the church on time.” New York traffic, as you know, is always problematic, so please remind your limousine driver, photographer, guests, and members of the wedding party to allow plenty of time to travel to Fordham.

A late fee has been instituted to remind couples of the importance of maintaining their schedule. We ask that a check for $150 be issued to the Office of Campus Ministry two months prior to the date of the wedding. It should be sent in with the balance of the wedding fee, but must be a separate check. If the bridal procession begins inside the church at its scheduled time, this check will be voided. If the wedding begins more than 10 minutes after its scheduled time, we will have to deposit the late fee. To be clear, the procession must start down the aisle at the scheduled time. Additionally, if the wedding begins much later, the wedding may have to be shortened to accommodate the next scheduled wedding or liturgy. Please begin at your scheduled time, and be considerate of your guests, your officiant, our staff, and most importantly, other wedding parties.

Above all, remember that the University Church is a place of worship. We ask that you respect its sacred space.

PHOTOGRAPHY

Professional photographers should be as inconspicuous as possible throughout the ceremony. Videotaping that requires additional lighting or wiring is not permitted. In most cases, the ordinary light of the church should suffice. Photographers using extra lighting will be asked to remove the equipment. The use of drones for photography, or for any other purpose, is prohibited. Photographers are not allowed in the sanctuary behind the altar, or on the steps or choir loft.

No photographers, professional or amateur, should interrupt or delay any part of the ceremony, nor should they delay preparations for a subsequent ceremony. Please make sure to convey this information to your photographer prior to your ceremony.

FLORAL DISPLAYS

Floral arrangements and other appointments should work around the furnishings of the University Church. Church furnishings and liturgical decorations should not be moved. All arrangements for your marriage ceremony must be set one
half hour before your ceremony. Such arrangements might include bouquets of flowers, bows for center aisle benches, or a unity candle on the altar (all provided by you). Torches are not allowed. The University Church is a designated New York City landmark, and we must take special precautions.

**DIRECTIONS AND MAPS**

A map with detailed directions on how to reach Fordham’s Rose Hill campus and the University Church will be included in the wedding packet sent from this office. You will need to make additional copies for your guests. We are not able to make copies. Directions may also be obtained from our website, fordham.edu/cm.

**PARKING**

The Fordham University Church is not a parish. We do not have a dedicated parking lot adjacent to our church. For both the rehearsal and wedding itself, the security guards at Fordham’s main entrance (off Southern Boulevard, opposite the New York Botanical Garden, GPS address: 2691 Southern Boulevard, Bronx, NY 10458) will have the bride and groom’s names and will inform your wedding party and guests of the parking arrangements. There is no additional cost for guests to park on campus. Guest parking will be determined that day. In the case of a University event, instructions on parking will be given to you prior to the wedding date. The bride’s limousine may park in front of Martyrs’ Court so that she may
walk up the main pathway to the front of the church. Should your guests need to park in the main parking garage near the Southern Boulevard entrance, help will be provided for persons with mobility issues. Please ask the security guard to call a car to transport guests who need assistance. Every effort will be made to ensure guest parking for your wedding at the University Church is as convenient as possible. Before you hire any buses for your guests, you should speak with the Department of Public Safety to ensure the buses can be accommodated (718-817-4080).

It is incumbent upon you to review these guidelines, as you will be expected to adhere to them fully.

REHEARSAL

Couples should come prepared and on time for the marriage rehearsal, bringing along the readers, gift-bearers, ushers, and anyone else involved in the marriage ceremony. It is best if all members of your wedding party and the officiant performing your marriage attend so that all will be comfortable with their respective roles. The organist and musicians do not attend wedding rehearsals. The marriage license obtained from the state of New York (obtained within 60 days of the wedding) must also be brought to the rehearsal. You may bring the programs, unity candle, or other items for the ceremony as well and we will lock them in the safe until your wedding day.

Rehearsals are usually scheduled on the Thursday or Friday before the wedding date at 5 p.m., 6 p.m., or 7 p.m. You may make arrangements for the rehearsal time when you book your wedding or soon thereafter. Rehearsal times are booked on a first-come, first-served basis. A trained student marriage minister will conduct the rehearsal for your wedding party and direct all proceedings on your wedding day. Please respect the authority of the University Church staff and follow this student’s directions. If you have a wedding planner, please
MARRIAGE PREPARATION

All Roman Catholics being married in the University Church are required to follow the regulations of the Archdiocese of New York regarding marriage. Like the other sacraments of the Catholic Church, marriage requires special preparation. Since the University Church is not a parish, your own pastor, or the priest or deacon officiating at your marriage, must assist you in making the appropriate preparations for your marriage. The following is required:

- You must schedule your marriage at least six months (although we recommend at least a year) in advance of the proposed date.
- You must arrange for a priest or deacon to preside at your marriage since we are not a parish (Fordham University does not recommend or supply priests).
- Contact the parish of the bride (or the parish of the groom if the bride is not Roman Catholic) and obtain permission for the wedding to take place at Fordham University by having the pastor complete the Permission to Marry form included in your packet.
- Complete all documents (see below) required for a Roman Catholic marriage. This is to be done with the assistance of the priest or deacon who is to officiate at your wedding.
- Complete a marriage preparation program, e.g., Pre-Cana Conference, Pre-Marriage Preparation, Engaged Encounter, etc. A list of such programs offered by the Archdiocese of New York can be found on their website (ny-archdiocese.org), but you may choose to attend any authorized program in another city or diocese according to your convenience. You must obtain a certificate of participation and send it to the Office of Campus Ministry.

Documents

The Archdiocese of New York requires several documents in order to have a Roman Catholic marriage at the Fordham University Church. You are responsible for obtaining the documents. Each, with the exception of the civil marriage license, must be completed and returned to the Office of Campus Ministry at least two months before the scheduled date of the ceremony. Even if the priest or deacon who is to officiate at your wedding is the one who helps you prepare and assemble these documents, he must send them to our office at least two months prior to the wedding, as we must insure that the marriage may
be performed. These documents are:

• An updated baptismal certificate for both the bride and groom. This certificate must be secured not more than six months prior to the wedding and can be obtained by calling or writing the parish of your baptism. It must be stamped with the seal of the parish and dated within six months of the wedding. If you are a baptized non-Catholic and a certificate can be obtained, please do so.

• Catholics must obtain updated first Holy Communion and Confirmation data from the parish where the sacraments were celebrated which show the date of reception of these sacraments. They are required for marriage at our church. The date must be on church stationery and stamped with the seal of the parish.

• If there has been a previous marriage, a death certificate or a Declaration of Nullity must be obtained.

• If either of you is under 21 years of age, a letter from a pastor, parent, or other relative stating that you are free to marry must be obtained.

• A letter from the bride’s pastor (or, if the bride is not Roman Catholic, from the groom’s pastor) giving permission for the wedding to take place at the Fordham University Church. A Permission to Marry form has been included in this packet.

• A Pre-Nuptial Investigation form completed by the priest or deacon officiating at the marriage or by your parish priest. We will send this form to the officiating priest or deacon.

• A certificate, or its copy, stating that you both have attended a marriage preparation program. Participation in such a program is required, and information concerning program availability within the Archdiocese of New York can be obtained directly from the archdiocese by calling 212-371-1000 or through their website at ny-archdiocese.org.

• A civil marriage license, which should be brought to the rehearsal. The marriage license must be obtained from the State of New York within 60 days prior to the marriage.

With the exception of the civil marriage license, all of these documents must be submitted to our office at least two months before the scheduled date of your marriage.

Officiating Priest or Deacon
Each marriage is unique. Some marriages may require additional attention by the engaged couple
and whoever is preparing both parties to celebrate this sacrament. We strongly recommend that you contact your pastor, or the priest or deacon who is to officiate at your wedding, as soon as possible to discuss your plans for marriage. It is the sole responsibility of this priest or deacon to assist you in gathering the required documents and to assume other responsibilities as well. Besides helping you to complete the Pre-Nuptial Investigation form provided by the Office of Campus Ministry, if he is also to officiate at your wedding, he should:

- In the case of a planned marriage of mixed religion or of a required annulment, obtain and complete the necessary dispensations from:
  
  Marriage Tribunal  
  Archdiocese of New York  
  1011 First Avenue  
  New York, NY 10002  
  Telephone: 212-371-1000  
  
  Please notify our office in advance if any of these conditions apply.

- Obtain civil registration to conduct a wedding in the City of New York. This is extremely important. The easiest way to register is through the Chancery Office, which can be reached at the same address or phone number as the Marriage Tribunal. If the officiant has previously conducted a wedding in the City of New York, he should already be registered.

- Assist you both in planning the marriage liturgy using the booklet Together for Life, which is supplied by the Office of Campus Ministry.

- Assist you in completing the Pre-Nuptial Investigation form (Campus Ministry will send the form directly to the priest or deacon).

- Obtain delegation from the pastor of Our Lady of Mercy, which is Fordham University’s parish. A
letter to the pastor of Our Lady of Mercy is included in the officiant’s packet. Please address correspondence to:

Pastor
Our Lady of Mercy Church
2496 Marion Ave.
Bronx, NY 10458
Telephone: 718-933-4400

The pastor will contact the officiant directly to grant delegation.

- Attend the wedding rehearsal. While Fordham’s marriage minister will conduct the rehearsal, the presence of the officiant helps to ensure a trouble-free ceremony at the actual wedding.

- Complete and sign the civil marriage license on the day of the wedding. The completed license will be mailed to the City Clerk’s Office by the Office of Campus Ministry after making copies for our files. The Office of Campus Ministry will also register the marriage at Our Lady of Mercy parish and send the couple a marriage certificate. All documents
will be filed at Our Lady of Mercy. If information is needed in the future, please contact Our Lady of Mercy directly.

A copy of this booklet, *Weddings at the University Church*, will also be sent to the priest or deacon whom you have asked to be the officiant at your marriage.

**MUSIC GUIDELINES FOR WEDDINGS**

It is the Office of Campus Ministry’s intent to provide you with music that is beautiful, spiritually uplifting, liturgically appropriate, and upholds the integrity and quality of liturgical music at Fordham University Church. Please keep this in mind as you plan your ceremony.

**Contact the Director of Music**

Robert Minotti, director of music at Fordham University Church, is your primary contact regarding music for your wedding. Please contact him before you contact any other musicians or make any definite music selections. Please contact the director of music to make an appointment to attend either a wedding music showcase, held periodically throughout the year, or an individual appointment with the director of music. Please be sure to bring this brochure with you to the meeting. You can contact Mr. Minotti at 718-817-4504 or minotti@fordham.edu. Please contact Mr. Minotti about four months prior to your wedding.

**Policy Concerning Musicians**

To ensure that the music at your wedding is of the highest possible quality there are several regulations we ask you to follow:

**ORGANISTS**

Guest organists are not allowed. In general, the director of music serves as organist for weddings at Fordham University Church. In the event that he is unable to serve at your wedding, a qualified and University-approved substitute will be provided to replace him.

**VOCALISTS, CANTORS, INSTRUMENTALISTS**

Cantors and instrumentalists listed in this brochure are the designated musicians for weddings at Fordham University Church. Guest musicians are permitted to add solos at the Prelude, the Preparation of Gifts, and the Holy Communion. However, these musicians must:

- be trained and experienced musicians comfortable performing in public.
- be able to arrive one hour prior to the ceremony with any solos prepared and comfortable with
only a brief rehearsal. That is the only rehearsal time available for the guest musician(s) and the organist.

• be able to provide the organist with a copy of any solos in the key to be performed.

Please note that if you choose to use a guest musician(s), an additional $100 will be added to the organist’s fee.

Remember that the organist and musicians do not attend wedding rehearsals.

**Starting Time of Your Wedding and Prelude Music**

As stated earlier, your wedding is expected to start on time. Prelude music will begin 10 minutes before the scheduled starting time of your ceremony.

Please note that the organist is not responsible to continue prelude music after the scheduled start of the ceremony.

**Payment**

All musicians must be paid prior to the start of the ceremony. All fees are made payable to the individual in the form of cash or check and are due at the Office of Campus Ministry no later than one month before the wedding.

**Policy Concerning Liturgical Music**

Your wedding is a liturgy of the church; therefore, all musical texts must be sacred. Texts should be drawn from scripture or have religious themes. Certain parts for
the wedding Mass should be sung; particularly, the Psalm after the First Reading, the Acclamation before the Gospel, and the Eucharistic Prayer Acclamations. Cantors are available to help encourage your guests to participate in this music.

**List of Musicians and Current Fees**

Please note that you are required to contact any musicians you wish to have at your ceremony directly. Current fees for each musician can be found at [fordham.edu/cm](http://fordham.edu/cm), our website. Please note that these fees are in addition to the University Church usage fee.

**DIRECTOR OF MUSIC AND ORGANIST**  
Robert Minotti  
718-817-4504  
minotti@fordham.edu

**VOCALISTS**  
Elizabeth Farnum  
718-885-2480  
lzbelz@aol.com  
William Mulligan  
917-543-3340  
wmuligan3@fordham.edu  
Christina Angelopoulos  
212-685-5210  
tina.angel51@gmail.com  
Karen Jendras  
718-274-3864  
karenjendras@gmail.com  
Allyson Schettino  
518-859-4381  
allyschettino@yahoo.com  
Richard Ardito  
201-417-7159  
rbardito@yahoo.com

**TRUMPET**  
James Hamlin  
914-738-0506  
jamesbhamlin@yahoo.com

**FLUTE**  
Theresa Norris  
201-242-1303  
trnorris@verizon.net  
Michelle Murphy  
914-552-1149  
murphy@spenceschool.org

**VIOLIN**  
Marya Columbia  
917-304-0083  
rfmuff@aol.com

Arrangements for harp, violin, or string quartet are also available. Contact the director of music for more information.

During the academic year the University Liturgical Choir is available for weddings. The fee is a donation of $400 to their budget. (This fee does not include fees for any soloists or instrumentalists.)
Suggested Music

PRELUDE
Jesu, Joy of Man’s Desiring
Bach
Arioso
Bach
Air from Water Music
Handel
Canon in D Major
Pachelbel
Air on the G String
Bach
Trumpet Voluntary
Stanley
Rhosymedre
arranged by R.V. Williams

PROCESSIONAL
Canon in D Major
Pachelbel
Jesu, Joy of Man’s Desiring
Bach
Trumpet Voluntary
Clarke
Rigaudon
Campra
Prelude from Te Deum
Charpentier

RESPONSORIAL PSALM
145 “I will praise your name”
89 “Forever I will sing, the goodness of the Lord”
34 “Taste and see the goodness of the Lord”
33 “The earth is full of the goodness of the Lord”
103 “The Lord is kind and merciful”
118 “This is the day the Lord has made”

GOSPEL ACCLAMATION
Plainchant
Celtic Alleluia
O’Carroll

PREPARATION
The Call
R.V. Williams
The Gift of Love
arranged by Hopson
Lord of All Hopefulness
Gaelic Melody
May Love Be Ours
Joncas
Wherever You Go
Norbet
I Have Loved You
Joncas

EUCHARISTIC PRAYER
ACCLAMATIONS
(Sanctus, Memorial Acclamation, Amen)
Community Mass
Proulx
Mass of Creation
Haugen

COMMUNION
One Bread, One Body
Foley, S.J.
Gift of Finest Wheat
Westendorf
Panis Angelicus (solo)
Franck
Taste and See
Willcock, S.J.

POST COMMUNION
Ave Maria
Schubert
Ave Maria  
Bach/Gounod

RECESSIONAL
Allegro Maestoso
from Water Music
Handel
Rondeau
Mouret
Trumpet Tune
Purcell
Hymn to Joy
Beethoven
La Rejouissance
from Fireworks Suite
Handel
Prelude from Te Deum
Charpentier
Rigaudon
Campra
Toccata from Symphony V
Widor

FOR YOUR INFORMATION
We provide a sacristan and marriage minister for your ceremony, but you are responsible for any monetary stipends provided to other persons, including the priest. Please be courteous, prepare their stipends ahead of time, and perhaps distribute the stipends before the ceremony so that they will not be forgotten.

Catholic marriages, duly recorded with all pertinent documents, will be formally registered at Our Lady of Mercy parish. In the future, if you should require any documentation regarding your wedding, please contact the parish directly.

Our Lady of Mercy Church
2496 Marion Ave.
Bronx, NY 10458
718-933-4400

Our Address
If you should have any questions, please contact us at:
Fordham University
Office of Campus Ministry
441 E. Fordham Rd.
Bronx, NY 10458
Location: McGinley Center, Room 102
Telephone: 718-817-4518
University Church: 718-817-3215
Email: weddings@fordham.edu

MUSIC DIRECTOR
Robert Minotti
Director of Music
Phone: 718-817-4504
E-mail: minotti@fordham.edu

If you need to contact us on the day of the wedding, please call the University Church Sacristy at 718-817-3215. The Office of Campus Ministry is closed on the weekend.
FINAL CHECKLIST

1. Book wedding date at least six months in advance through Campus Ministry at 718-817-4518.
2. Mail in $200 deposit and reservation form to confirm date.
3. Contact the director of music at least four months in advance at 718-817-4504.
4. Mail in all required documents, balance of fee, and $150 late fee at least two months before the wedding.
5. Mail in all musician payments one month in advance.
6. Attend rehearsal and wedding at scheduled time.
CONTACT US

If you should have any questions, please contact us at:

Fordham University
Office of Campus Ministry
441 E. Fordham Rd.
Bronx, NY 10458

Location: McGinley Center, Room 102
Telephone: 718-817-4518
Email: weddings@fordham.edu
Website: fordham.edu/cm

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