



Mission, Diversity and Inclusion/ Justice, Equity, Inclusion

7.7030 Wedding Policy for Alvernia University Facilities

Contents

Policy Name 2

Purpose and Scope 2

Policy..... 2

 Policy Procedure..... 2

 Exceptions to Policy..... 3

 Policy Review 3

References and Related Policies..... 3

 References 3

 Related Policies..... 3

Exhibits 3

Document Review Log..... 3

Policy Name

Purpose and Scope

This policy defines weddings at Alvernia University (AU) facilities.

The policy is to inform the University community about the availability and use of Holy Savior Chapel in Veronica Hall, Sacred Heart Chapel in the Bernardine Franciscan Sisters' Motherhouse, and any other campus locations for weddings.

Title or Role	Definition and What They are Responsible For
Vice President for Mission, Diversity and Inclusion	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Chapel Weddings and Memorials:

The Diocese of Allentown has approved the celebration of the Sacrament of Marriage in Holy Savior Chapel and Sacred Heart Chapel. Marriages in these two chapels are restricted to students, alumni, trustees, or staff of the University. In each case, permission is needed from the Ordinary of the Diocese (Bishop) for the marriage to take place on campus.

If At Least One Party is Catholic: The Catholic part-y/ies must also receive the permission of their proper Pastors. The couple must contact their home pastors and request a letter stating that they have received the appropriate instruction (Pre-Cana conferences), have complied with the sacramental preparation, and are in good standing with the Church. Alvernia University is under the jurisdiction of St. John Baptist de la Salle Church in Shillington. The priest performing the campus marriage must send all the prescribed records of the marriage to the St. John parish office.

If Both Parties are Non-Catholic: The parties must receive written approval from the Office of the Bishop at the Allentown Diocese. Such petitions must be in writing and the letter must contain what religion they are and why they want to get married in the Chapel. The Secretary for the Bishop at the Allentown Diocese will then notify the Office of Mission and Ministry and the petitioning couple of the decision. The Wedding or Memorial party are subject to event policies management and contractual , thereby may incur a fee for use.

Campus Weddings and Memorials Outside of Chapels:

Marriages at campus locations outside of the chapels are subject to the approval of the Office of Mission and Ministry in consultation with the Bernadine Sisters and the leadership of Alvernia University.

Policy Procedure

The couple preparing for marriage must contact the Office of Mission and Ministry before the proposed wedding date.

The Office of Mission and Ministry will:

- Meet with the couple.
- Request permission from the Bishop's Office in the case of a chapel wedding.
- Guide the couple in coordinating music and, in the case of a Sacred Heart Chapel wedding, obtaining necessary permissions from the Bernardine Franciscan Sisters.
- Coordinate the stipend paid to the Bernardine Franciscan Sisters for the use of Sacred Heart Chapel (if applicable).

Approved versions of **these** policies will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Mission Diversity and Inclusion policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any 3rd party standards, guidelines, or other policies referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

N/A

Document Review Log

Date Reviewed	Description of Changes
4/14/2024	SLT Approved