



Wedding Guidelines
for Newman University Church

Congratulations!

Congratulations on your engagement! We are happy that you plan to celebrate your wedding with us in this holy place. You join a long, long list of brides and grooms across the decades who have exchanged their solemn vows in the church built by Saint John Henry Newman.

A Catholic wedding is a prayer of the Church community addressed to God and not simply a private celebration for family and friends. A celebration of a sacrament, it is a joyous, yet serious encounter with our loving God. University Church conforms to the norms of the Archdiocese of Dublin in the celebration of weddings. These guidelines help to ensure a beautiful celebration that is consistent with liturgical norms. We are committed to helping you craft a celebration that is both dignified and joyful. Your celebration will provide countless memories for your families and guests to cherish for years to come.



Step One: Determining Availability and Securing the Date

Speak to our secretary to inquire about available dates and times for your wedding

Phone (01) 475-9674

Email info@universitychurch.ie

No wedding will be scheduled within three months of the intended date

Wedding Times

Fridays at 2:30pm

Saturdays at 1:00pm and 3:30pm

A rehearsal is scheduled when the wedding date is finalised.

Base Wedding Fee at University Church: €625

- €300: non-refundable church use fee
- €125: a celebrant stole fee
- €125: the archdiocese stole fee
- €75: sacristan on your wedding day

*If you cancel more than 3 months before your scheduled date,
the stole fees & sacristan stipend will be refunded.*

Other Fees: Musicians and singers are hired and paid separately (see step 3).

It is customary to give an additional offering to your celebrant for his services.

Your date is held for 21 days or until we receive your completed reservation form and €625 wedding fee. Your date and time are not secured until these are received.

What secures your wedding date and time?

A completed reservation form

Payment of €625.00

Step Two: A Brief Conversation with our Resident Priest

All couples will meet with Father Gary to review these guidelines.

Father Gary will contact you to schedule an appointment (or Zoom).

Step Three: Meeting with the Director of Music and Liturgy, Dominique Cunningham

All music selections are chosen from the repertoire of sacred or liturgical music. The music used at our Sunday liturgies is the kind of music appropriate for a wedding. Popular songs that mention God in an incidental manner are not sacred music and are not appropriate for a liturgical celebration.

[Click here to access wedding music on our website](#)

All vocalists and musicians are hired from our approved musicians. University Church is home to numerous talented musicians available for hire: organists, cantors, string quartets, woodwinds, violinists, guitarists, trumpeters, and even Uilleann pipes.

Please do not make any commitments regarding musicians or vocalists on your own. All musicians are booked by the director of music.

Do NOT book any singer or musician on your own.

NEWMAN.ND.EDU/liturgy-planning/weddings/



The Liturgy of the Word

Readings at a Catholic wedding proclaim the Word of God and speak to our beliefs about marriage. The passages read during the Liturgy of the Word are taken from sacred scripture (the Bible).

- The 1st reading comes from the Old Testament (with some New Testament options during the Easter season)
- The psalm - usually sung - comes from the Book of Psalms.
- The 2nd reading comes from the New Testament.
- These are followed by a reading from one of the Gospels.

The Catholic Church in Ireland uses *The Jerusalem Bible* for liturgy. The Church provides a selection of readings for weddings from which to choose. These are available on [our website](#). You may find it helpful to reflect prayerfully on each reading and to choose those that speak to your hopes and dreams for your Christian marriage. It is always important to review your readings with the priest who is celebrating your wedding.

There are a selection of texts to use for the Prayers of the Faithful on [our website](#). Couples should consider personalising a set for their celebration.

*For your wedding
you will need
to choose*

First Reading

Sung Setting of a Psalm

Second Reading

Gospel

Prayers of the Faithful



Step Four: Other Considerations

Civil and State Requirements

Couples must satisfy the marriage requirements of both the State and the Church. Civil law requires notification of at least 3 months of your intent to marry; plan to complete your Civil Marriage Notification as early as possible. The name of a priest or deacon is required in order to complete the Notification Form.

Church Requirements

You must also provide at least 3 months notice of your intention to marry to your parish priest, or to University Church if this is the parish in which you live. Your parish priest prepares you for marriage and collects the required documentation. Your parish priest (or his delegate) fills out the Pre-Nuptial Enquiry Form with each of you and helps you in getting copies of the required baptismal and Confirmation records.

The Paperwork

The Church must be certain that a man and woman intending marriage are both free to marry and are prepared for the commitment they are about to enter into. To that end, couples meet with their parish priest, and complete a marriage preparation course. Church law requires that we collect a number of documents about your state of life and readiness for holy matrimony. These documents form a permanent record that is kept on file across the life of your marriage. These documents form a permanent record that is kept across the life of your marriage. It is imperative that this paperwork is accurate and collected in a timely fashion.

All paperwork is due in the parish office 30 days prior to the date of the wedding.



The Paperwork

Each couple meets with a priest from a parish where one of you lives who will fill out, collect, review and forward your paperwork to University Church.

- 1) A Pre-Nuptial Enquiry Form for both parties – a completed Pre-Nuptial Enquiry Form is required for both the man and the woman, including for non-Catholics. Your parish priest signs the forms and certifies them with the parish seal.*
- 2) Baptism Certificate – for Catholics, a recent copy of your baptismal record (with notations) issued by your parish of baptism within six months of the intended date of marriage. This must be an official copy stamped with the parish seal; photocopies are not acceptable. For other Christians, some record of their baptism suffices.*
- 3) Confirmation Certificate – for Catholics, if your Confirmation is not already noted on your baptismal record, a separate certificate of Confirmation is required.*
- 4) A letter of freedom to marry - Your parent or sibling attests to your freedom with a letter stating that you have never been civilly or religiously married. Otherwise, you may provide one of the following:*
 - A letter of freedom from each parish in which you have lived for six months or more since you were 18 years old;*
 - A sworn affidavit before a Commissioner of Oaths attesting that you have never been married civilly or religiously in any jurisdiction.*
- 5) Marriage Preparation Certificate - We need a letter, certificate or statement from the program or the priest who prepared you (Accord, Avalon, or similar)*
- 6) Letter of permission to be married outside of your parish. This can be a separate letter or your parish priest can sign the appropriate section of the Pre-Nuptial Enquiry Form.*

In some cases, a permission or dispensation from the archbishop (e.g. permission to marry a non-Catholic Christian or a dispensation to marry a non-baptised person) to marry in the Church is needed. Your parish priest will see to securing these, as necessary.

When all is ready, your home parish forwards the collected documents to University Church.

If you are currently living abroad, your priest sends your paperwork to your diocesan chancellery (chancery) who, in turn, forwards the material to the Archdiocese of Dublin. Once reviewed, the chancellery sends it on to us at University Church. Please allow plenty of time for this succession of offices to review and forward your paperwork (approximately 60 days).

The Ceremony

Mass or no Mass?

A wedding between two baptised Catholics usually occurs within a celebration of the Eucharist (Mass), since the union we celebrate is a reflection of our shared communion at the table of the Lord. A marriage between a Catholic and a non-Catholic Christian or an unbaptised person is usually celebrated without a Mass. Since the family and friends of the non-Catholic party cannot fully partake in the Eucharistic celebration, we forgo the celebration of Eucharist as a welcoming act of kindness. Please discuss this with us or your priest if you have any questions or concerns.

The Unity Candle

The exchange of vows themselves and the exchange of rings are the primary symbols of holy matrimony and are the only ones provided for in the Catholic ritual. Many couples choose to light a unity candle, though this is merely an option. If used, we suggest lighting the outer candles as part of the opening procession itself.

Presiding Priest

Our resident priest is happy to celebrate your wedding, if he is available. You may choose to bring your own celebrant, if he is a Catholic priest or deacon in good standing and civilly registered Solemniser in Ireland.



Flowers and Decorations

As a colourful and ornate space, University Church requires little in the way of flowers and decoration. A few, small well-placed arrangements suffice and are visually more effective than large floral sprays that get lost in this place.

- All floral arrangements are the responsibility of the couple. If desired:
 - Two small arrangements may be placed on the high altar
 - Larger arrangements may be placed in front of the ambo and/or in front of the altar
- Flowers are never placed on the top of the altar. A unity candle (either within a floral arrangement or on a stand), sits on a low table in front of the altar or in another place in the sanctuary.
- Small pew sprays may be tied (but not taped or adhered in any other way) to the pew ends.
- Floral decorations must be removed immediately following the wedding. Many couples use them at the reception to reduce expenses. Altar arrangements may be left for the parish to enjoy.

Other Decorations

Other decorations are not allowed in University Church.

- For safety reasons, carpet runners are never allowed in the building. Confetti, petals, glitter, rice or the like may never be thrown inside or outside the church.
- Open flames are not allowed outside of the sanctuary area. No candles, tealights, lanterns, etc., are ever permitted in the body of the church or in the atrium.



Photographers & Videographers

Photographers and videographers should be respectful of the ceremony as a sacramental rite and must not detract from the sacred nature of the ceremony. They should not be an intrusive presence or take away from the spirit of reverence and worship.

Please inform your photographer of the following restrictions:

- Flash or extra lighting is NOT permitted at any time during the ceremony; photographers must use the available light.
- Photos may not be taken from the head of the aisle after the opening procession.
- Photographers must not enter the sanctuary at any time or come between the assembly and the altar during the ceremony; they must remain on the periphery once the procession is completed.
- Photographers are not permitted in the choir loft.

Photographs in the Church following the ceremony is allowed, but time for these pictures may be limited. Limiting factors include the timeliness of your celebration, the length of your service, and other commitments on the Church calendar.

Livestream Recording of Weddings

University Church has a multi-camera, audio-visual system that can be used to to live stream and record your wedding. The system requires the presence of a trained technician and the fee for this service is €300.00. If chosen, you will receive an unlisted YouTube link to share with family and friends prior to your wedding date. A recording of your full ceremony will be archived and available to watch after your wedding.

Your Scheduled Wedding Time Must Be Respected

You will have a 2 hour window for your celebration

- Your time begins 30 minutes before your scheduled start time
- This window ends 90 minutes after the scheduled time of the wedding.

Other events may be scheduled on the same day as your wedding.

Your time in the church is strictly limited to the time allotted to you.

Professional musicians earn their living with music and may have other events scheduled on the day of your wedding. You contract your musicians for a limited period of time and they must be free to leave within 90 minutes of the scheduled start time of your wedding.

- All parties must arrive in time for the scheduled start time.
- Pre-ceremony photography must conclude in time for the ceremony to begin as scheduled.
- The heavy traffic of south City Centre should be taken into account when planning your transit to the church.

University Church has no car park and street parking is limited in the area.

There are Q-Parks available around St. Stephen's Green.





Final Thoughts

We look forward to celebrating your wedding day at University Church. We will work to make it a prayerful, joyous, and celebratory experience for you and your family. You are in our prayers as you prepare for your wedding day.



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youtube.com/notredamewmancentre

Instagram - @ndnewmancentre

Facebook - NDNewmanCentre