



The Saint James Chapel Wedding Planner



A Heavenly Venue

The beauty of the Saint James Chapel offers a heavenly radiance with its gem-like windows, angels, saints, and an altar that is a sacramental image of the banquet table of the Wedding Feast of the Lamb. Here our hearts are drawn deeply into the nuptial mystery of the One who perfects espousal union—His own body married to His bride—The Church. Your loving response to God in the sacrament of Christian marriage finds a beautiful beginning at Saint James Chapel.

The windows of the chapel have been called “the crown jewels of Chicago’s art treasures” and are similar to the famous stained glass windows at Sainte Chapelle in Paris, France. Their many colors soar over your guests as they contemplate the rest of the chapel’s early French Gothic style. Dedicated on the seventy-fifth anniversary of the Archdiocese of Chicago on June 10, 1920, Saint James Chapel was designed by Zachary Taylor Davis and the architecture firm of Gustav Steinbeck of New York. The stained glass was installed by the John J. Kinsella Company of Chicago. The chapel has been listed on the National Register of Historic Places since 1996. The American Institute of Architects *Guide to Chicago* has termed the stained glass of the Quigley Chapel "dazzling."

Located at the corner of Rush and Pearson streets in downtown Chicago, the Saint James Chapel is only steps away from the “Magnificent Mile” with its many restaurants, hotels, and sights. The Chapel seats 299 people, is wheelchair accessible, and climate controlled. Assisted hearing devices are available. *Parking is available at commercial parking decks adjacent to the Archbishop Quigley Center, the Archdiocese of Chicago office building where the Saint James Chapel is located.*



Important Contact Information

Wedding Coordination

Our wedding coordination staff is ready to help you prepare your wedding at Saint James Chapel. Meetings with the wedding liturgy coordinator are by appointment. The Saint James Chapel differs from your parish in some important ways that you will learn in a consultation. Most importantly, you will be encouraged to maintain or establish a relationship with your parish priest in preparation for your marriage. Contact 312-534-8199 to check on dates and arrange for a consultation.

At our first meeting, we will review the marriage preparation requirements of the Archdiocese, discuss the Chapel wedding guidelines, indicate the name of the priest or deacon who will celebrate your wedding and arrange for music consultation for the Chapel.



Carol Leitch Miller
**Wedding Liturgy
Coordination**



Marcela Bermudez
**Intake and Chapel
Scheduling**



Music Direction:
Holy Name Cathedral Music Department, music@holynamecathedral.org

Address of Saint James Chapel:
Archbishop Quigley Pastoral Center, 835 North Rush, Chicago 60611

Legal Matters and Fees



Step 1: Attend a marriage preparation program sponsored by the Archdiocese of Chicago. There are a variety of classes to fit your individual circumstances. Programs include One in Christ, PreCana, Special PreCana, Marrying with Stepchildren PreCana, PreCana in Spanish, Discovery, and the online PreCana, www.catholicmarriagepreclass.com. You can register for any of these at www.familyministries.org or by calling 312.534.8340.

Step 2: Take a premarital inventory. There are two acceptable inventories to choose from, the Catholic Couple Checkup or FOCCUS (Facilitating Open Couple Communication, Understanding and Study). Both online inventories help couples learn more about themselves and their unique relationship. Check with your priest or deacon to see which one he wants you to take.

Step 3: Seek the Sacrament of Reconciliation (confession) before the wedding day. This is an important aspect of preparing for the Sacrament of Marriage for Catholic brides and grooms. Consult the bulletin or website at your parish for times for confessions or ask your priest to set up a time that is convenient for you.

Step 4: Your priest will need to submit a complete marriage file no later than one month prior to your wedding: A baptismal certificate dated within six months of the wedding is to be submitted by each Catholic person. In an interfaith marriage, a baptized non-Catholic is asked to present a record of Baptism, if that is possible. A recently issued Confirmation Certificate is requested, but not required.

A pre-marital questionnaire for both the bride and the groom will be completed by the consulting priest or deacon. Two affidavits affirming each person's freedom to marry may be required in some cases. The consulting priest or deacon will advise.

A certificate from your marriage preparation class is required, as well as proof of completion of the premarital inventory, which is a copy of the results from the Catholic Couple Checkup or a letter for FOCCUS.

Finally, a marriage license from Cook County, IL is required and is to be presented to the priest or deacon at the time of the rehearsal. Currently, a Cook County license is valid for sixty days from the date of issue and must be obtained at least

one day prior to the wedding. For information on obtaining a marriage license, including locations and hours, go to www.cookctyclerk.com or contact Cook County Clerk's Office at (312)603-7790.

Ask your priest to bring your marriage file and the Cook County Marriage License with you the night of the rehearsal.

In some cases other documents may be required. The consulting priest or deacon will advise and assist in this regard. In order for a priest or deacon to celebrate your wedding who is from outside the Archdiocese of Chicago, a letter of endorsement is required from his local bishop. This letter should be sent to:

Rev. Jeremiah Boland
Archbishop's Delegate for
Externs and International Priests
Archdiocese of Chicago
Post Office Box 1979
Chicago, Illinois 60690-1979

Fee Structure for Weddings at Saint James Chapel

\$2000 - Chapel fee, to be paid when reserving the chapel. Checks should be made out to the Archbishop of Chicago.

If you are taking FOCCUS and One in Christ, the fees are payable at the first meeting of the seminar as directed by the location. Other PreCana program fees can be paid online at www.familyministries.org or at the door.

Music Fee for Organist, Cantor and Consultation

\$550 - Please make payable to Holy Name Music Department at the time of the chapel reservation.



Liturgical Preparation

Selections for Marriage During Mass

Your participation in the preparation of the wedding liturgy together with your priest or deacon will draw you more deeply into the contemplative dimension of worship, which includes the sense of awe, reverence and adoration which are fundamental attitudes in our relationship with God. Your priest or deacon will assist you in selecting readings, prayers, and blessings, and other choices for your liturgy. A helpful guide and selection form is available at www.avemariapress.com.

Music for Your Wedding

The music for your wedding is an important part of making the sacramental celebration of your marriage a beautiful, prayerful and joyful event. The Music Ministry Department of Holy Name Cathedral will guide you in planning your music and will provide all the vocal and instrumental musicians who will be engaged at the wedding. An organist and cantor are included with the Chapel fee and will be arranged through Holy Name Music Ministries. Additional musicians can be requested for an additional fee.

Marian Devotion

The beautiful Catholic tradition of the bride's offering prayers and flowers to the Blessed Virgin Mary after the wedding vows or after communion is welcomed and encouraged. Your florist can furnish a single flower or a small bouquet for the ceremony.

Flowers

Flowers are a beautiful adornment when carried by the bride and bride's maids, and worn by the groom, groomsmen, parents, and grandparents.

If you wish to have floral arrangements for the chapel, kindly ask your florist to limit them to either side of the tabernacle.

Flowers or decorations should not be placed in the aisles or on the pews or attached to railings. Flower arrangements and candle stands may not obstruct the liturgical movements of the ceremony. Flowers can never be placed on the altar itself.

Please refrain from dropping petals inside of the chapel during the processional or outside after the wedding.

Photography

You may make arrangements for photographs with a photographer and videographer of your choice. Photographs conclude no more than 20 minutes after the Mass.

Priority in the loft is given only to the musicians as they are part of the liturgy. Aisles must remain open for liturgical movement. Photographs are allowed (usually without flash and outside of the sanctuary—below the step) during the liturgy including the procession, the readings, exchange of vows, blessing of rings, kiss of peace, and communion. Please refrain from taking photographs during the consecration, the most sacred part of the Mass.

After the Wedding

Please refrain from throwing items such as confetti, rice, birdseed, rose petals and other objects. Also, please refrain from releasing balloons, doves, or butterflies. Bubbles or bells are allowed. No alcoholic beverages, including champagne, are to be brought into the Archbishop Quigley Center.



For the Priest or Deacon

Liturgical Supplies

The Saint James Chapel's sacristy collection holds chalices, patens, altar linens, hosts, communion wine, vestments, and a Ritual. Kneelers are available for the wedding couple, best man and maid of honor.

Support from Chapel Staff

The wedding coordinator, Carol Miller, or a substitute will be present for the rehearsal and the wedding itself to assist you. Carol will also help to coordinate the procession, lectors, gift bearers, seating, and the various other aspects of the liturgy. Any guidance you can give the couple beforehand about these things would be appreciated. There will also be a housekeeper and two (2) security guards on hand to assist you and the wedding party.

Premarital Inventory

The couple must complete a

premarital inventory, either the Catholic Couple Checkup (available at www.familyministries.org) or FOCCUS. Both can be discussed with a coach.

Sacrament of Reconciliation

Both the bride and groom (if Catholic) should plan a time with your priest before the wedding day for confession and penance.

Marriage File

It is the priest's responsibility to prepare the marriage file, which contains sacramental records and all necessary affidavits. The celebrating priest or deacon should collect all these documents and hold them until arrival at Saint James Chapel.

A baptismal certificate dated within six months of the wedding is to be submitted by each Catholic person. In an interfaith marriage, a baptized non-Catholic is asked to present a

record of Baptism, if that is possible. A recently issued Confirmation Certificate is requested, but not required.

Two affidavits affirming each person's freedom to marry may be required in some cases. This may be determined after completion of the premarital inventory and consultation with you or an assisting deacon.

The couple is required to obtain a Cook County, IL marriage certificate and present it to you at the time of the rehearsal or before.

Permission to Celebrate

If a priest or deacon is from outside the Archdiocese of Chicago, a letter of endorsement is required from his local bishop. This letter should be sent to Rev. Jeremiah Boland, Archbishop's Delegate for Externs and International Priests.



Scheduling

Rehearsals (one half-hour) and weddings (one hour) start and end timely.

Weddings:

Saturday: 1:00, 3:00, and 5:00pm

No weddings are celebrated on Sunday

Rehearsals:

Friday: 5:00, 6:00 Or rehearsals as arranged.

The Bride's Room

The bride's room is located on the main level of the Archbishop Quigley Center near the security desk. It is a small room with a large mirror, table and chairs. The room will be available thirty (30) minutes prior to start of the ceremony for assembly, touch-ups and photographs. Please do not plan to use the room for a dressing room. Handbags and other items should be removed prior to your wedding.