

*UNITED STATES COAST GUARD
MEMORIAL CHAPEL*

WEDDING BROCHURE

*U. S. COAST GUARD ACADEMY
NEW LONDON, CONNECTICUT*

UNITED STATES COAST GUARD ACADEMY
WEDDING INFORMATION

SECTION I: OVERVIEW

1. Holding your Wedding at the Memorial Chapel
2. Who May Marry You
3. Chapel Wedding Assistant (CWA)
4. Chapel Donations and Fees
5. Length of Time for your Wedding
6. Marriage License
7. Blood Tests
8. Flowers
9. Candelabras and Unity Candles
10. Isle Runner
11. Wedding Pictures
12. Dressing Room
13. Uniforms
14. Sword Arch
15. Wedding Bulletins
16. Miscellaneous

SECTION II: MUSIC

SECTION III: PHOTOGRAPHY AND VIDEOGRAPHY

SECTION IV: CATHOLIC WEDDINGS

SECTION V: PROTESTANT WEDDINGS

SECTION VI: WEDDINGS OF OTHER RELIGIOUS TRADITIONS

SECTION VII: WEDDING APPLICATION FORM

SECTION 1: OVERVIEW

The Chaplains Office is honored that you would like to use the U. S. Coast Guard Memorial Chapel as the site for your wedding. We want your wedding to be a personal and memorable event. The following policies, guidelines, and procedures are designed to make your wedding special and worry free. Please do not hesitate to contact the Chaplains Office or your Chapel Wedding Assistant with any questions. We want to be as helpful as possible.

1. HOLDING YOUR WEDDING AT THE MEMORIAL CHAPEL

Anyone, who desires to use the U. S. Coast Guard Memorial Chapel for their wedding, must meet the eligibility requirements listed in Superintendent Instruction 1730.2B and must fill out the attached application and send it to the Chaplains Office at the U. S. Coast Guard Academy. You must include a copy of your ID card with your application. No wedding is confirmed until this form has been received, reviewed and approved by the Command Chaplain.

2. WHO MAY MARRY YOU

You may have a Chaplain, Priest, Minister, Rabbi, etc. (hereby referred to as "clergy officiant") marry you at the U. S. Coast Guard Memorial Chapel. The Command Chaplain will approve your requested clergy officiant.

Because the U. S. Coast Guard Memorial Chapel is a religious facility, civil ceremonies are not authorized and no Justice of the Peace may perform weddings in the Memorial Chapel.

3. CHAPEL WEDDING ASSISTANT (hereafter referred to as CWA).

Once your application has been review and approved, the Chaplains Office will send you a letter confirming your use of the Chapel and assign a CWA to your wedding. The CWA will assist you with the myriad of details to make your wedding at the Chapel as memorable and worry free as possible and will:

- a. Contact you directly to introduce themselves.
- b. Confirm your Wedding and Rehearsal dates and times as recorded by the Chaplains Office.
- c. Be your main point of contact with the Academy and the Chaplain's Office.
- d. Provide guidance as to the rules and regulations for the Chapel in reference to flowers, candles, etc.
- e. Contact your clergy officiant to confirm participation and verify credentials.
- f. Coordinate with you and the clergy officiant to ensure that all required paperwork is done in a timely manner.
- g. Will make arrangements with security and the Chapel Gates for your wedding, i.e. number of guests, elevator availability, etc.
- h. Will be at the rehearsal to direct it or assist as desired by the clergy officiant. Will guide the bride and groom in advance to plan for their wedding.
- i. Will liturgically set-up the Chapel with the Academy's ecclesiastical gear, sound equipment and chapel furniture 30 minutes prior to the wedding.
- j. Will have keys to lock and unlock the Chapel.
- k. Will ensure that all rules and regulations of the Academy and the Chapel are adhered to and inform you if there are potential problems before they arise.

- l. Files all paperwork with the City of New London and, when applicable, with the appropriate ecclesiastical authorities.
 - m. Type and present to clergy officiant, Chapel Marriage Certificate.
 - n. Removal of flowers, isle runner and gear brought into the Chapel for the wedding will be the responsibility of the wedding couple.
4. CHAPEL DONATIONS AND FEES
- a. There are no required donations or fees to use the U. S. Coast Guard Memorial Chapel.
 - b. The Academy Chaplains and CWAs are not permitted to accept any stipend for their services. If you use an outside clergy, they may charge a fee for their services. Their stipend is not the responsibility of the U. S. Coast Guard Academy.
 - c. If you would like to make a donation to the chapel, please make your check out to the U.S. Coast Guard Academy Alumni Association. In the memo line of your check please indicate "Protestant Fund" or "Catholic Fund" as appropriate.
5. LENGTH OF TIME FOR YOUR WEDDING
- We allow a total of three hours per wedding. This includes one-half hour before the wedding for setup of flowers and bridal couple preparation, one hour for the wedding, one hour for receiving line and pictures, and one-half hour for cleanup prior to leaving the Chapel.
6. CONNTECTICUT LEGAL REQUIREMENTS
- a. BLOOD TESTS: You may have your blood tests done by a doctor or laboratory in the state where you are living. However, the blood test must comply with all Connecticut requirements. If your blood test does not comply with the State of Connecticut requirements, the New London City Clerk will not issue a marriage license and your wedding will be cancelled. The laboratory in the state your reside in will be able to get a copy of the Connecticut requirements from their State Clinical Laboratory. If, for some reason they cannot, you can contact the Connecticut State Clinical Laboratory at 806-509-8505. Your blood tests are valid for 35 days from the date they draw your blood for the test.
 - b. MARRIAGE LICENSE: A Marriage License must be obtained prior to your wedding. You are responsible to obtain this license and present it to the CWA at your rehearsal. The license is issued by the New London City Clerk, 181 State Street, New London, CT 06320, 860-447-5204. The office is open from 8:30 a.m. to 4:00 p.m. There is a fee for your license. Both the Bride and Groom must be present to apply for the License and you must present your completed Premarital Blood Test results. You may apply for your license as early as 65 days ahead of your wedding. The minimum is 2 hours prior to the close of business. It is the responsibility of the wedding couple to adhere to current laws.
 - c. It is the responsibility of the wedding couple to adhere to current laws and state requirements.
7. FLOWERS

- a. You may bring flowers into the Chapel for your wedding. No flowers may be placed on the windowsills (heating/air conditioning ducts are located there), on the piano or organ, on the main altar, or on the altar rails. You may place flowers on stands in front of the altar rails or on the back altar. You may place flowers or bows on the ends of the pews; however, your florist must use "endcaps" to attach them to the pews. No tape, tacks, or glue may be attached to any furnishings in the Chapel.
 - b. Flowers for the Bridal party should be delivered to your home prior to your arrival at the Chapel. There is no one available at the Chapel to receive your flowers should they be delivered there by mistake. You may bring them to the Chapel with you for distribution prior to the wedding.
8. CANDELABRAS AND UNITY CANDLES
- a. We strongly recommend that you do not use candelabras for your wedding. If you choose to do so, the candelabras must be on a floor stand and will be placed on either side of the altar. You must provide the holders and the candles. The candelabras must be placed on plastic twice the size of the candelabra to protect that carpeting from the wax.
 - b. Unity candles may be used in the Chapel with the consent of the Clergy officiant who will be performing your wedding. They will be placed on the back altar on a plastic protector sheet. We have a Unity Candle Stand available, but you must provide your own candles.
9. ISLE RUNNER
- If you desire to use an Isle Runner, you may rent one (usually from your florist) or purchase one. The runner should be 75 feet long. It should be delivered with your flowers or to the Chapel just prior to your wedding. The CWA will direct the ushers when to unroll it.
10. WEDDING PICTURES
- Wedding pictures with flash inside the Chapel are allowed after your ceremony. Pictures during the ceremony will be at the discretion of your clergy officiant. It is suggested that if pictures are taken during the ceremony, available light without flash be taken. Following your wedding, you are welcome to use Crown Park for pictures. If you plan on having pictures with guests who are not in the wedding party, we recommend that you tell them in advance so they can remain with you following the ceremony. You will have one hour for both your receiving line and pictures.
11. DRESSING ROOM
- The Chapel has a small room in the basement of the Chapel where the Bride may put on the finished touches. Because of limited resources, we recommend that the Bridal party arrive fully dressed for the wedding.
12. UNIFORMS
- Uniforms worn by people attending your wedding should be the appropriate uniform for the season. The bridal party has the option to prescribe the uniform of their choice for their wedding.
13. ARCH OF SWORDS

You may have an Arch of Swords after your wedding. No Swords are allowed in the Chapel. They should be secured in the Fellowship room in the basement of the Chapel or in the vestibule of the Chapel.

The procedure for a Sword Arch is:

- a. The couple, following the completion of their ceremony, will proceed during the recessional either out of the Chapel or to the back of the Chapel.
- b. After the recessional, the sword bearers would march out onto the Chapel steps.
- c. If the couple proceeded out the door, they will return to the vestibule to wait for the sword bears to form up.
- d. Sword bearers will be on the steps in pairs - every other step is recommended. The Command Sword Bearer will be at the bottom of the steps on the side that the bride comes out (traditionally, the bride is holding the right arm of the groom).
- e. The command Sword bearer will say:
 1. Attention
 2. Order Arms
 3. Present Arms - flat end of blade (1st pair of swords).
 4. Order to Criss-Cross the blades to form the Arch (1st pair)
 5. Couple will pass through and may kiss at this point.
 6. Repeat for each pair of swords.
- f. Swords are not available for loan from the Academy.

14. WEDDING BULLETINS

- a. The Chaplains Office does not provide or prepare wedding bulletins.
- b. You may use a bulletin for your wedding with the approval of the clergy officiate performing your ceremony. They will guide you as to the order of service, etc.
- c. If you choose to use a bulletin for your wedding, you are responsible for the typing, paper, printing, folding, distribution during the wedding, and clean-up of all bulletins remaining in the pew following your wedding.

15. MISCELLANEOUS

- a. No rice, birdseed, flower petals, doves, butterflies, confetti, bubbles, balloons, etc. will be thrown or allowed either inside or outside the Chapel.
- b. No alcohol is allowed inside or outside the Chapel or in Crown Park.
- c. Receiving lines are permitted following your wedding.
- d. No horse-drawn carriages will be allowed on the Academy grounds.
- e. No furnishings in the Chapel may be moved for any reason.
- f. All items brought into the Chapel with you for your wedding must be removed when you depart the Chapel.
- g. The nursery is not authorized for use during Weddings.
- h. The Chapel is equipped with a handicap elevator. Handicap parking and elevator access is located at the side of the Chapel. If you have guests who will require the elevator, please advise your CWA in advance.
- i. Restrooms are located in the lower level of the Chapel and are Handicap accessible/equipped.

SECTION II: MUSIC

1. Wedding Music is the responsibility of the wedding couple subject to the oversight of the Chaplains Office and the Chapel Organist and the clergy officiant.
2. The Chapel Organist will assist you in selecting appropriate music and is available for consultation concerning soloists and instrumentalists.
3. The Academy's Chapel Organist plays for all weddings held in the Chapel for a set fee.
4. If you desire to have a professional organist other than the Chapel organist, you must contact the Chapel Organist for approval.
5. It is recommended that all musical selections be of a sacred nature. The couple may choose the processional and recessional as well as selections to be played prior to the start of the wedding.
6. If a soloist is desired, the selections to be sung must be approved by the Chapel Organist. Soloists should contact the Chapel Organist to work out the necessary details and to discuss possible selections.
7. Should you desire not to have organ music for your wedding, you may bring in outside musicians such as a pianist, string quartet, harpist, etc. with the approval of the Chapel Organist. You must notify your CWA as well.
8. For additional information please contact Dr. Robert Newton, Cadet Music Department, U. S. Coast Guard Academy, New London, CT 06320, 860-444-8472.

SECTION III:

GUIDELINES FOR PHOTOGRAPHY AND VIDEOGRAPHY

Please pass this information to your photographer and videographer

1. Unless otherwise approved by the clergy officiant, no flash photography will be allowed during the wedding ceremony.
2. Photographer/videographer will not be allowed in the altar or sanctuary area during the service.
3. Following your wedding ceremony, you may come back into the chapel for posed pictures.
4. You are entitled to use Crown Park for pictures following your wedding. Please indicate your choice on your wedding application.
5. You will have one hour following your ceremony for all pictures and your receiving line. Please plan your time accordingly.
6. Remote cameras (without flash) are permitted with the approval of the clergy officiant.

SECTION IV:

CATHOLIC WEDDINGS Requirements and Policies

1. INTRODUCTION:

Congratulations on your upcoming wedding. We look forward to assisting you with the myriad of details required for a Catholic Wedding in the U. S. Coast Guard Memorial Chapel.

For Catholic weddings, our Chapel operates canonically under the Archdiocese for the Military Services, U.S.A. and civilly within the jurisdiction of the City of New London, Connecticut. All canonical & civil requirements must be followed.

There are many forms and activities you will be required to complete prior to your wedding day. **All Catholic weddings must be scheduled 6 months in advance.** Below is a list of forms and activities you will need to complete under the oversight of the Catholic Priest assigned to the U. S. Coast Guard Academy Chaplains Office.

2. WHO MAY MARRY YOU:

You are welcome to have a Catholic priest you know officiate at your wedding. This could be a priest who is a friend of the family, your home parish priest, or an Armed Forces Catholic Chaplain. You may request the Academy Catholic Chaplain to perform your wedding. Each request will be considered on a case to case basis. Confirmation of use of the Chapel does not guarantee the Academy Catholic Chaplain will be available to perform your wedding.

If you use the Academy Catholic Chaplain, please remember that he cannot receive a stipend for his services. If you would like to make a donation, please make your check out to "U. S. Coast Guard Alumni Association" and write "Catholic Fund" on the memo line of your check. If you have a guest priest performing your wedding, be sure to check what their policy is.

Only priests in good standing may witness weddings at the U. S. Coast Guard Academy Chapel.

3. DOCUMENTATION REQUIRED FOR YOUR WEDDING:

The following documentation must be submitted to the Chapel Wedding Assistant (CWA) at least 2 months (60 days) prior to your wedding date. The Catholic Chaplain at the Coast Guard Academy will provide you with the Archdiocese for the Military Forms that you will need (denoted by a "*" next to the title). They can be completed in the presence of any priest with the consent of your priest officiant.

a. VERIFICATION OF PRE-MARITAL COUNSELING:

All couples must attend a pre-marriage seminar or retreat. We encourage couples to take advantage of programs in the area where they are currently living. Information on programs such as Engaged Encounter, Pre-Cana or Pre-Marriage Seminars can be obtained from your local parish priest or Catholic Chaplain.

Cadets need to contact the Catholic Chaplain for information regarding this aspect of their marriage preparation.

- b. **PRE-NUPTIAL QUESTIONNAIRE*:**
Both the prospective Bride and Groom must each complete the Archdiocesan Pre-Nuptial Questionnaire. Your local priest or Catholic Chaplain will interview you and complete this form. This should be done at least 2 months prior to the wedding date. This questionnaire:
1. Requests basic personal background information (date of birth, parents' names, baptismal, first communion, confirmation information).
 2. States the Church's understanding of the Sacrament of Marriage and
 3. Confirms that you are free to marry.
- c. **WITNESS CONCERNING FREEDOM TO MARRY*:**
The Witness Concerning Freedom to Marry form must be completed for both the Bride and Groom by TWO people who have known each of you for most of your life (2 for the bride and 2 for the groom). Parents usually complete this form. If parents are not available, it can be a sibling, relative or close friend. This form must be filled out and witnessed by a local priest/chaplain or, in the case of a non-Catholic, by a minister or notary public.
1. This form states that you have not been previously married,
 2. Entering marriage of your own free will,
 3. Is there any reason you shouldn't marry
 4. Provides Baptismal status.
- d. **RECORD OF BAPTISM:**
1. For Catholics, a new official copy of your Catholic Baptism (or Profession of Faith) record, issued within the last 6 months is required. Please do not send an original record or photocopy of an original record. A new copy may be obtained by calling or writing the parish where you were baptized (or the Archdiocese for the Military Services if you were baptized in a military chapel). The Chapel and local parishes have a directory with the address and phone number of parishes in the United States
 2. Non-Catholics who have been baptized in another Christian faith should submit a photocopy of their baptismal record, if it is obtainable. A photocopy is sufficient. Please do not send original documents.
- e. **PASTOR'S LETTER:**
You must obtain a letter from your local Catholic Church stating that you are a member of the parish and that the pastor gives his permission for the wedding to take place at the U. S. Coast Guard Memorial Chapel.
- f. **DISPENSATION/PERMISSION:**
When a Catholic intends to marry a non-Catholic, a dispensation/permission must be obtained from the Archdiocese for the Military Services. Forms are available upon request.
- g. **INFORMATION REGARDING PREVIOUS MARRIAGES:**
1. If either party has been previously married, a church decree of nullity, an annulment decree or death certificate must be presented to the priest/chaplain at the time of your pre-marriage inquiry. **No date for**

marriage may be set until the annulment process is complete and decree is issued.

2. This information must also be presented to your CWA.
- h. SENSITIVE PASTORAL SITUATIONS:
1. Certain pastoral situations warrant special care and guidance. Two such situations are:
 - a. Convalidation - this term is used for the marriage procedure where the couple is already in a civil marriage and wishes to have a "Church" wedding, or to have their marriage "blessed."
 - b. Cohabitation - this is the situation of a couple living together who are not married.
 2. We do not discourage couples from working through these problems and from receiving the Sacrament of Marriage. In both cases, extended pastoral counseling is needed, and we encourage couples to seek such assistance from the local priest where they live and practice their faith.
4. WEDDING PREPARATION BOOKLET
- In order for you to personalize your wedding ceremony, please use the book Together for Life by Joseph M. Champlin. The book is available from the Chaplains Office at the U.S. Coast Guard Academy. Your readings, prayers, and some of the other options available to you are in this book. Talk over your options with your priest or chaplain. Complete the form in the back of the book and return it to the priest or chaplain no later than 30 days prior to the wedding.
5. REHEARSALS:
- Please be considerate to your guests, Chapel personnel and wedding party by arriving on time for your rehearsal. We may have multiple rehearsals and weddings scheduled on the same day. If you are late, your rehearsal will be reduced by that amount of time.
- a. Prior to the rehearsal, your CWA will ask you for the names of your parents, bridal party, readers, etc. and anyone else who will participate in your wedding. Please be sure everyone can attend the rehearsal.
 - b. Your CWA will conduct the wedding rehearsal. The CWA has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy officiant, the CWA will have already talked with them about their preferences. Your rehearsal will be held according to the time you scheduled.
 - c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time.
6. THE WEDDING CEREMONY:
- a. Please be considerate and be on time for your wedding ceremony. We recommend that the Bride and Bridesmaids arrive 15-30 minutes in advance. The Groom and Ushers should arrive 10-15 minutes in advance.
 - b. If you have junior bridesmaids, ushers, ring bearers or flower girls, please have their parents arrive early and stay with them until the wedding is ready to begin. When they proceed down the aisle, they should sit with their parents in the second pew, not with the bridal party in the sanctuary. Parents should be ready to guide them when they reach the front of the church. Following the ceremony, they

should fall into line behind the wedding party. One parent may want to exit to the side aisle to meet the child in the vestibule of the church.

- c. Your priest or chaplain will guide you as to the final format for your wedding, such as whether he will perform a full nuptial mass or a simplified Liturgy of the Word and the Exchange of Vows.
- d. For a Wedding without a Mass the format will be:
 - Procession of the Groomsmen and the Bridesmaids
 - Opening Dialogue/Prayer
 - Readings/Homily
 - Exchange of Vows and Rings
 - Music/Unity Candle
 - Lord's Prayer
 - Nuptial Blessing
 - Final Blessing & Dismissal - Recessional

Your CWA will give you full details during the rehearsal.

7. UNITY CANDLE:

You will need to talk with your priest or chaplain ahead of time. It is up to their discretion whether you will be able to have this popular custom as part of your wedding. If they prefer not to do it during the wedding, many couples use the Unity Candle at the reception just prior to the blessing or Best Man's toast.

8. MARRIAGE LICENSE

You must have your Marriage License with you at your rehearsal. If you do not have the license, your wedding will be cancelled (see Section I: Overview for more information).

9. ADDITIONAL QUESTIONS:

You may direct your questions to either the Chaplains Office Executive Assistant at 860-444-8480 or your CWA.

CATHOLIC WEDDING REQUIRED PAPERWORK Check-Off List

Use this as a guide to completing all required paperwork for your Catholic Wedding.

- | | | | | | |
|----|--|-------|-----|-------|-----|
| 1. | PRE-MARRIAGE COUNSELING
Letter or copy of Certificate | Groom | ___ | Bride | ___ |
| 2. | OFFICIAL COPY OF BAPTISMAL
CERTIFICATE | Groom | ___ | Bride | ___ |
| 3. | PRE-NUTIAL QUESTIONNAIRE | Groom | ___ | Bride | ___ |
| 4. | WITNESS CONCERNING FREEDOM TO
TO MARRY FORMS (2 for each) | Groom | ___ | Bride | ___ |
| 5. | LETTER FROM HOME PARISH | Groom | ___ | Bride | ___ |
| 6. | DISPENSATION (When a Catholic is to
marry a non-Catholic) See your clergy officiant | Groom | ___ | Bride | ___ |
| | ANNULMENT/DECLARATION OF NULLITY
(If you have been previously married) You must
have completed the Annulment process and submit
the appropriate paperwork. See your priest officiant. | Groom | ___ | Bride | ___ |

READING SELECTIONS FOR YOUR MARRIAGE CEREMONY ARE CHOSEN FROM THE BOOK: "TOGETHER FOR LIFE"

Readings Selected: _____

Phone number where you can be reached the week of your wedding: _____
Area Code & Number

PLEASE MAIL ALL PAPERWORK TO:
 CHAPLAINS OFFICE
 U. S. COAST GUARD ACADEMY
 15 MOHEGAN AVENUE
 NEW LONDON, CT 06320-8100

SECTION V:
PROTESTANT WEDDINGS
Requirements and Policies

1. INTRODUCTION:

Congratulations on your upcoming wedding. We look forward to assisting you with the myriad of details required for a Protestant Wedding in the U. S. Coast Guard Memorial Chapel.

Our Chapel operates within the City of New London, Connecticut.

There are many forms and activities you will be required to complete prior to your wedding day. Below is a list of forms and activities you will need to complete under the oversight of the Protestant Chaplain assigned to the U. S. Coast Guard Academy Chaplains Office.

2. WHO MAY MARRY YOU:

You are welcome to have a minister you know officiate at your wedding. This could be a friend of the family, your home church minister, or a Chaplain. You may request the Academy Protestant Chaplain to perform your wedding. Each request will be considered on a case to case basis. Confirmation of use of the Chapel does not guarantee the Academy Protestant Chaplain will be available to perform your wedding.

If you use the Academy Protestant Chaplain, please remember that military chaplains cannot receive a stipend for services. If you would like to make a donation, please make your check out to "U. S. Coast Guard Alumni Association" and write "Protestant Fund" on the memo line of your check. If you have a guest minister performing your wedding, be sure to check what their policy is.

Because the U. S. Coast Guard Memorial Chapel is a religious facility, no Justice of the Peace may perform weddings in the Memorial Chapel.

3. PRE-MARRIAGE COUNSELING:

Most clergy officiates will require pre-marital counseling. This must be completed prior to your wedding. Please check with your clergy officiate to determine what type of pre-marriage counseling is best for you.

4. REHEARSALS:

Please be considerate to your guests, Chapel personnel and wedding party by arriving on time for your rehearsal. We normally will have multiple rehearsals and weddings scheduled on the same day. If you are late, your rehearsal will be reduced by that amount of time.

- a. Prior to the rehearsal, your Chapel Wedding Assistant (CWA) will ask you for the names of your parents, bridal party, readers, etc. and anyone else who will participate in your wedding. Please be sure everyone can attend the rehearsal.
- b. Your CWA will conduct the wedding rehearsal. The CWA has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy

- officiant, the CWA will have already talked with him about his preferences. Your rehearsal will be held according to the time you scheduled.
- c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time

5. THE WEDDING CEREMONY:

- a. Please be considerate and be on time for your wedding ceremony. We recommend that the Bride and Bridesmaids arrive 15-30 minutes in advance. The Groom and Ushers should arrive 10-15 minutes in advance.
- b. If you have junior bridesmaids, ushers, ring bearers or flower girls, please have their parents arrive early and stay with them until the wedding is ready to begin. When they proceed down the aisle, they should sit with their parents in the second pew, not with the bridal party in the sanctuary. Parents should be ready to guide them when they reach the front of the church. Following the ceremony, they should fall into line behind the wedding party. One parent may want to exit to the side aisle to meet the child in the vestibule of the church.
- c. Your minister or chaplain will guide you as to the final format for your wedding, such as whether they will perform a full worship service or a simple Exchange of Vows and blessing.
- d. A sample Protestant Wedding would be:
 - Procession of the Groomsmen and the Bridesmaids
 - Opening Dialogue/Prayer
 - Readings/Homily
 - Exchange of Vows and Rings
 - Music
 - Lord's Prayer
 - Nuptial Blessing
 - Final Blessing & Dismissal - Recessional

You CWA will give you full details during the rehearsal.

6. UNITY CANDLE:

You will need to talk with your minister or chaplain ahead of time. It is up to their discretion whether you will be able to have this popular custom as part of your wedding. If they prefer not to do it during the wedding, many couples use the Unity Candle at the reception just prior to the blessing or Best Man's toast.

7. MARRIAGE LICENSE

You must have your Marriage License with you at your rehearsal. If you do not have the license, your wedding will be cancelled (see Section I: Overview for more information).

8. ADDITIONAL QUESTIONS:

You may direct your questions to either the Chaplains Office Executive Assistant at 860-444-8480 or your CWA.

SECTION VI:

WEDDINGS OF OTHER RELIGIOUS TRADITIONS Requirements and Policies

1. **INTRODUCTION:**

Congratulations on your upcoming wedding. We look forward to assisting you with the myriad of details required for a Wedding in the U. S. Coast Guard Memorial Chapel.

Our Chapel operates within the City of New London, Connecticut.

There are many activities you will be required to complete prior to your wedding day. Below is a list of forms and activities you will need to complete under the oversight of the Command Chaplain assigned to the U. S. Coast Guard Academy Chaplains Office.

2. **WHO MAY MARRY YOU:**

You are welcome to have a minister, rabbi, or clergy person you know officiate at your wedding. This could be a friend of the family, your home church clergy officiant, or a Chaplain of your faith group.

They must have credentials which meet the requirements of the State of Connecticut to sign the marriage license.

Because the U. S. Coast Guard Memorial Chapel is a religious facility, no Justice of the Peace may perform weddings in the Memorial Chapel.

3. **PRE-MARRIAGE COUNSELING:**

Most clergy officiates will require pre-marital counseling. This must be completed prior to your wedding. Please check with your clergy officiate to determine what type of pre-marriage counseling is best for you.

4. **RELIGIOUS SPECIFIC SYMBOLS AND DECORATIONS:**

Religious specific symbols and decorations are allowed in the Chapel. For example, for a Jewish wedding you may want to put up a Hoopa. All symbols and decorations brought into the Chapel for your wedding must be removed immediately after your ceremony. The chapel is not responsible for property not removed after your wedding. Please advise your CWA of any special decorations or symbols you want to use for approval of the Command Chaplain.

5. **REHEARSALS:**

Please be considerate to your guests, Chapel personnel and wedding party by arriving on time for your rehearsal. We normally will have multiple rehearsals and weddings scheduled on the same day. If you are late, your rehearsal will be reduced by that amount of time.

- a. Prior to the rehearsal, your CWA will ask you for the names of your parents, bridal party, readers, etc. and anyone else who will participate in your wedding. Please be sure everyone can attend the rehearsal.
- b. Your CWA will conduct the wedding rehearsal. The CWA has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy

officiant, the CWA will have already talked with him about his preferences. Your rehearsal will be held according to the time you scheduled.

- c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time

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- a. Please be considerate and be on time for your wedding ceremony. We recommend that the Bride and Bridesmaids arrive 15-30 minutes in advance. The Groom and Ushers should arrive 10-15 minutes in advance.
- b. If you have junior bridesmaids, ushers, ring bearers or flower girls, please have their parents arrive early and stay with them until the wedding is ready to begin. When they proceed down the aisle, they should sit with their parents in the second pew, not with the bridal party in the sanctuary. Parents should be ready to guide them when they reach the front of the church. Following the ceremony, they should fall into line behind the wedding party. One parent may want to exit to the side aisle to meet the child in the vestibule of the church.
- c. Your clergy officiant or chaplain will guide you as to the final format for your wedding, such as whether they will perform a full worship service or a simple Exchange of Vows and blessing.

7. UNITY CANDLE:

You will need to talk with your clergy officiant ahead of time. It is up to their discretion whether you will be able to have this popular custom as part of your wedding. If they prefer not to do it during the wedding, many couples use the Unity Candle at the reception just prior to the blessing or Best Man's toast.

8. MARRIAGE LICENSE

You must have your Marriage License with you at your rehearsal. If you do not have the license, your wedding will be cancelled (see Section I: Overview for more information).

9. ADDITIONAL QUESTIONS:

You may direct your questions to either the Chaplains Office Executive Assistant at 860-444-8480 or your CWA.

PLEASE PRINT CLEARLY:**WEDDING INFORMATION:**Requested **Wedding** Date and Time:1st Choice: _____2nd Choice: _____Requested **Rehearsal** Date and Time1st Choice: _____2nd Choice: _____**CROWN PARK:** _____ I WILL USE _____ I WILL NOT USE**BRIDE:**

1. Full Name: _____
(First) (Middle) (Last) (Age)
2. Address: _____
(Street) (City) (State) (Zip)
3. Phone #: Home: _____ Work: _____
4. E-Mail Address: _____ Parents Home #: _____
5. For I.D. purposes give S.S.N. and Rank: _____
6. Your Religion: _____ Baptized: (Yes or No) _____
7. Church PRESENTLY Attending: _____
8. Your church Minister, Priest, Rabbi or Chaplain: _____
9. Marital Status: Single (____) Divorced (____) Widowed (____)
10. Check One: Branch of Service: _____
Active Duty Military (____) Retired (____) Dependent (____) Civilian (____)
11. Military Duty Station/Employer: _____

GROOM:

1. Full Name: _____
(First) (Middle) (Last) (Age)
2. Address: _____
(Street) (City) (State) (Zip)
3. Phone #: Home: _____ Work: _____
4. E-Mail Address: _____ Parents Home #: _____
5. For I.D. purposes give S.S.N. and Rank: _____
6. Your Religion: _____ Baptized: (Yes or No) _____
7. Church PRESENTLY Attending: _____
8. Your church Minister, Priest, Rabbi or Chaplain: _____
9. Marital Status: Single (____) Divorced (____) Widowed (____)
10. Check One: Branch of Service: _____
Active Duty Military (____) Retired (____) Dependent (____) Civilian (____)
11. Military Duty Station/Employer: _____

IF YOU MUST CANCEL OR POSTPONE YOUR WEDDING FOR ANY REASON PLEASE CONTACT THE CHAPLAINS OFFICE AS SOON AS POSSIBLE AT 860-444-8480

U. S. COAST GUARD MEMORIAL CHAPEL CHAPEL USAGE APPLICATION

PRIVACY ACT STATEMENT: UNDER AUTHORITY OF 5 USC. 301, DEPARTMENTAL REGULATIONS, INFORMATION IS REQUESTED TO IDENTIFY APPLICANTS FOR THE USE OF THE U. S. COAST GUARD MEMORIAL CHAPEL FOR WEDDING CEREMONIES. THE INFORMATION WILL BE USED BY THE CHAPLAINS FOR DETERMINING ELIGIBILITY FOR USE OF THE MEMORIAL CHAPEL.

RETURN FORM TO: Chaplains Office (sch)
U. S. Coast Guard Academy
15 Mohegan Avenue
New London, CT 06320-8100

To determine the basis of your eligibility for use of the Memorial Chapel for your event in U. S. Coast Guard Academy Instruction 1730.2B, please mark an "X" in the box next to ONE of the following:

- 1. Coast Guard Academy Graduate - Class of _____
- 2. Coast Guard Personnel active duty or retired _____
- 3. Military Personnel - Rank & Branch of Service _____
- 4. Coast Guard Auxiliary
- 5. Coast Guard Academy Employee
- 6. Children of Retired Coast Guard Personnel sponsored by parent with valid ID Card
- 7. Dependent Children of Military Personnel with a valid ID Card
- 8. Regular attendees of the Memorial Chapel
- 9. Other - applying for special consideration - reason: _____
LETTER ATTACHED REQUESTING SPECIAL PERMISSION

Signature: _____ Rank _____

Date: _____ Daytime Phone Number: _____

TYPE OF SERVICE:

- FUNERAL Faith Denomination: _____
 - MEMORIAL SERVICE Faith Denomination: _____
 - BAPTISM Faith Denomination: _____
 - INFANT DEDICATION Faith Denomination: _____
 - OTHER EVENT/SERVICE Faith Denomination: _____
- LETTER ATTACHED REQUESTING SPECIAL PERMISSION

CLERGY OFFICIATE:

Name: _____ Faith Denomination: _____

Business Address: _____ Church Phone & E-Mail: _____

- APPROVED
- DISAPPROVED

Command Chaplain's Signature Date

PLEASE PRINT CLEARLY:

TYPE OF SERVICE: _____

Requested Date and Time:

1st Choice: _____

2nd Choice: _____

CROWN PARK: _____ I WILL USE _____ I WILL NOT USE

REQUESTORS INFORMATION:

1. Full Name: _____
(First) (Middle) (Last) (Age)

2. Address: _____
(Street) (City) (State) (Zip)

3. Phone #: Home: _____ Work: _____

4. E-Mail Address: _____ Parents Home #: _____

5. For I.D. purposes give S.S.N. and Rank: _____

6. Check One: Branch of Service: _____
Active Duty Military (___) Retired (___) Dependent (___) Civilian (___)

7. Military Duty Station/Employer: _____

FOR BAPTISMS:

1. **Infant Name:** _____

2. **Date of Birth:** _____

3. **Parents Names:** _____ & _____

4. **Parents Religion:** _____

5. **Church Presently Attending:** _____

6. **Your Church Minister, Priest, Rabbi or Chaplain:** _____

7. **Marital Status:** Single (___) Divorced (___) Widowed (___)

FOR FUNERALS & MEMORIAL SERVICES:

1. **Deceased Name:** _____

2. **Branch of Service:** _____

3. **Dates of Service:** _____

4. **Religion of Deceased:** _____

5. **Next of Kin (Name & Phone Number:** _____

6. **Funeral Home & Contact:** _____

FOR OTHER EVENT:

1. **CONTACT PERSON (Name & Phone):** _____

2. **TYPE OF EVENT:** _____

IF YOU MUST CANCEL OR POSTPONE YOUR EVENT FOR ANY REASON PLEASE CONTACT THE CHAPLAINS OFFICE AS SOON AS POSSIBLE AT 860-444-8480

