

After you have secured a confirmed date and time for your marriage at St. Thomas More, please contact your home parish to complete all preparation, both church and civil. The following documents must be provided to the St. Thomas More Church Office **at least two months prior to your wedding date**:

- 1) **Completed Pre-Nuptial Investigation form.**
- 2) **Recent copy of the Baptismal Certificate for both parties.**  
**Please note--this must be an original certificate embossed with the church seal. Photocopies or faxes will not be accepted. The certificate must be dated within six months of scheduled marriage date.**
- 3) **Letter of Freedom to Marry for both parties**
- 4) **Letter of Release giving permission to be married at St. Thomas More Church (from either the parish of the bride or the groom).**
- 5) **Pre-Cana Certificate.**
- 6) **Dispensations that have been granted (if necessary).**

Finally, the **marriage license** must be obtained at least four weeks before the wedding and brought to the rehearsal. Please note: marriage licenses are obtained from the town/city clerk's office.

The priest or deacon who officiates at your wedding must be registered with the Clerk of the City of New York. If the priest or deacon has never officiated at a wedding in the five boroughs of NYC, he must call the Brooklyn Diocese Chancery Office at (718) 399-5990.

On the day of your wedding, the priest or deacon will ask you to sign the marriage license and must leave the fully signed license in the sacristy. The Church office will deliver the license to St. Nicholas of Tolentine Church for registration and will send the original to the City Clerk's office. You can obtain copies of your marriage license directly from St. Nicholas of Tolentine Church by contacting their office at (718) 969-3226.

For additional information, please contact:

Tom Donoghue  
St. Thomas More Church  
8000 Utopia Parkway  
Queens, NY 11439  
(718) 990-1849  
(718) 990-2140 (fax)  
Donoghut@stjohns.edu



**ST. JOHN'S  
UNIVERSITY**

CAMPUS MINISTRY

## *Sacrament of Marriage*



**St. Thomas More Church,  
St. John's University**

## PROCEDURES FOR MARRIAGE

Congratulations on your engagement. The office of Campus Ministry assists the couples in obtaining necessary information on the availability of St. Thomas More Church for the celebration of Wedding Masses and Wedding Ceremonies. Due to the demand for the use of the Church, weddings must be booked at least 6 months in advance and can only be held at 5:00 p.m. on Fridays, all day Saturdays, or at 2:00 p.m. on Sundays. Weddings cannot be scheduled on Feast Days, Holy Days, holiday weekends, or on other days when the University is closed.

All necessary paperwork listed on the next page MUST be completed and delivered to the Church Office at least two months prior to the date of the marriage. Incomplete paperwork may result in the forfeiture of a reserved wedding date. Dates will not be “held” until the form on the last page of this booklet is completed and returned to the Church Office along with the checks listed below.

## OFFICIATING PRIEST OR DEACON

It is the sole responsibility of the couple to arrange for the priest or deacon who will officiate at their rehearsal and wedding.

## USE OF ST. THOMAS MORE CHURCH

The couple may obtain the pianist, organist, and vocalist if they wish. Campus Ministry may be able to provide musicians and vocalists or provide a list of approved musicians. Our Director of Liturgy [(718)-990-2125] will schedule a meeting with all couples to suggest, review and approve all musical selections and arrangements for the wedding. If a printed program containing words and/or music is to be prepared, a draft copy must be provided to our Director of Liturgy at least 2 weeks before it is printed.

If you choose to have floral arrangements you must abide by the church’s restrictions on type, size and location and arrangements may ONLY be made through Georgewood Florist at 516-492-3141.

Wedding rehearsals are held on Wednesday and Thursday evenings at 6:00 pm based upon the availability of the church and church personnel. When your wedding date is confirmed, you will be assigned a rehearsal date. The couple should promptly advise the officiating priest or deacon of the assigned date.

Under no circumstances may any of the church furnishings (altar, lectern, etc.) be moved for the wedding. The couple must so advise the officiating priest or deacon.

No rice, rose petals, bird seed, confetti or any other materials may be thrown or scattered either inside or outside the church. Bubbles may be used outside the church building. Couples must so inform their guests.

No runners may be used in the church and nothing may be affixed to the pews, floors or other furnishings using tape, tacks, nails, or adhesives.

If due to tardiness, your wedding cannot commence within 15 minutes of its scheduled start time, church personnel will be dismissed, the wedding will be cancelled and the “Tardiness Security Deposit” will be forfeited.

Donations for the Church use (due upon the confirmation of your wedding date) are as follows: \$450 (check payable to St. John’s University)

\$ 50 (post-dated check payable to St. Nicholas of Tolentine Church)

\$250 Tardiness Security Deposit (post-dated check payable to St. John’s University)

Additional fees for musicians and vocalists arranged by Director of Liturgy.

## PHOTOGRAPHY

Couples are encouraged to hire a photographer familiar with the structure of Catholic wedding liturgies. Photographers and videographers are not permitted to enter the sanctuary area (the circle area inside the pews) at any time during the wedding. Videographers may record the wedding as long as they use a stationary camera stand. It is the responsibility of the couple and/or their photographers/videographers to clear and secure all copyright permissions required to record or capture images, compositions or sound. After the couple has gathered their guests in the church narthex immediately following the recessional, they are encouraged to leave the church as expeditiously as possible to permit other events to commence in a timely fashion. Returning to the worship space or remaining in the narthex for extended photo sessions is generally not permitted unless special advanced arrangements have been made with the Director of Liturgy.

## REQUIREMENTS OF CHURCH LAW

St. Thomas More is a campus church for St. John’s University, but is not a parish Church. With regard to the celebration of marriages, St. Thomas More Church is open to current students, staff, faculty, alumni, and administrators. Registration in a diocesan parish is required. Church law requires that sacraments must be recorded in the register of a parish church. Sacraments performed as St. Thomas More Church are registered at St. Nicholas of Tolentine Church.

It is the usual practice that all marriage preparation is done by the parish where the marriage takes place. The Brooklyn Diocese makes an exception, however, for marriages that take place in St. Thomas More Church. The home parish of the bride and groom is responsible for the preparation of the couple and the fulfillment of all canonical and civil requirements. (If one party to the marriage is not Catholic, the responsibility for the marriage preparation rests with the parish of the Catholic party.)

REQUEST FOR MARRIAGE AT ST. THOMAS MORE CHURCH

All couples requesting to celebrate the sacrament of marriage in St. Thomas More must provide the following information at the time they reserve the Church:

Date of Application: \_\_\_\_\_ Date and Time of Wedding: \_\_\_\_\_  
(Must be at least six months from application date)

(Please check one:)

-Nuptial Mass  -Wedding Ceremony

Connection to St. John’s University: \_\_\_\_\_  
(If alum, please provide school and year of graduation)

Bride’s Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Home Parish: \_\_\_\_\_

Groom’s Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Home Parish: \_\_\_\_\_  
Name of Presiding Priest or deacon: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Presiding Priest or deacon: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

REMINDER: It is the responsibility of the couple requesting the use of St. Thomas More Church to understand and comply with all the “Requirements of Church Law” and all rules for the “Use for St. Thomas More Church.” Failure to comply with those requirements and rules in a timely fashion may result in the cancellation of your reserved wedding date.

Please return this form along with your deposit checks at the time you reserved your wedding date to:

Tom Donoghue  
St. Thomas More Church  
8000 Utopia Parkway  
Queens, NY 11439  
(718) 990-1849