



Guidelines for a Catholic Wedding Ceremony

The Archdiocese of Detroit has approved The Grosse Pointe Academy (GPA) Chapel for the celebration of the Sacrament of Matrimony, provided certain conditions are fulfilled. The following is provided as a guide to aid you in your planning of a Catholic marriage ceremony at The Grosse Pointe Academy Chapel.

1. Selecting a Priest/Deacon & Marriage Preparation

It is a very personal decision as to whom you would like to be the celebrant of your wedding ceremony. It is the couples' responsibility to choose a celebrant as The Grosse Pointe Academy does not have resident clergy. If you do not have a celebrant, we can provide a list of priests who have presided over weddings here. It is customary for the couple to present the celebrant with a monetary gift for his time and service. It is also appropriate to provide a gratuity to our wedding coordinators as well.

Marriage prep should be taken at the Catholic parish where you are currently registered or from someone designated by the priest or deacon who is your officiant.

Pre-Marriage Forms: Are to be obtained by the couple from the priest or deacon who is officiating at your ceremony. After they are completed, they are to be submitted to St. Paul Catholic on the Lake, Grosse Pointe Farms, Michigan.

- "A" Form - This form is from the Archdiocese of Detroit (or your local diocese) and will be provided by your celebrant/priest/deacon from your current parish or the celebrant of your ceremony. This form is often referred to as a "pre-marriage" form.
- Baptismal Records/Certificates – Copies of these records should be submitted to St. Paul on the Lake with your A-Form. Simply request your church of baptism to send/email your baptismal record to St. Paul. There is no charge for this request. If your church no longer exists, contact the Archdiocese of Detroit Archives Office, 313-237-5846 or archives@aod.org.

Please insure your A-Form and Baptismal Certificates are submitted by your officiant as soon as they are complete. Preferably, at least two months prior to the ceremony.

Delegation for your priest/deacon will be given by Monsignor Halfpenny at St. Paul.

The Archdiocese of Detroit requires these forms and rules; therefore, The Grosse Pointe Academy Chapel must abide by these rules. If you have any canonical questions, e.g., annulment, special dispensations, please contact Deacon Bill Jamieson at St. Paul on the Lake Catholic Church, 313-885-8855 or bjamieson@stpaulonthelake.org.

2. The Rehearsal

Rehearsals are scheduled a day or two in advance of the wedding and we allow one hour for the rehearsal although most last about 45 minutes. At the time of the rehearsal our on-site wedding coordinator will "walk –thru" the details of the procession, placement of chairs for wedding party, and any other details regarding the ceremony. The Wedding Coordinator will answer questions, prepare the Chapel for the ceremony and conduct the rehearsal if the celebrant is unable to attend.

3. The Wedding Details

The wedding fees include a two hour time frame for the chapel on the day of the wedding. An on-site wedding coordinator is also included for the day. A "bride's room" and lavatory are available for the bride and her attendants on the second floor next to the organ loft. For the celebrant, groom and groomsmen, a small room and lavatory are available in the sacristy. The Parlor in the Lakeshore Building is available for use in lieu of the Bride's room to dress, especially for large wedding parties or for formal portraits, depending upon its availability. There is an additional charge of \$125.

The Chapel will accommodate approximately up to 190 guests. We ask that you limit your invitations so as not to exceed this number. Extra chairs cannot be set up because of fire regulations. No alcohol beverages are permitted in our buildings, including the Chapel, with exception of wedding receptions that are held on our grounds.

- Ceremony Details: Vestments, wine, hosts, and candles are included. Use of candles is limited to candles in the sanctuary provided by the Academy. We light 24 candles in the altar area. Aisle candles are not permitted. This is a Fire Marshall rule. If a Unity Candle is used for the ceremony, the candle and candle holder are provided by the couple. Candles are unable to be used in floral arrangements.
- Flowers and Runner: The florist may deliver your flowers a half hour to one hour before the ceremony. There are 16 rows of pews on each side of the main aisle. While we do not encourage runners, if you choose to use one fabric is recommended not paper. The center aisle is 75 feet long. Please inform your florist of these regulations in ample time. You may take your flowers with you after the ceremony.

For safety reasons, no rice, confetti, rose petals, bubbles or birdseed are allowed at the entrance or inside of the Chapel. For ecological reasons, a balloon launch is not permitted.

- Music/Microphones: The Academy Chapel has a Wilhelm pipe organ and a Yamaha PF-500 electric piano/organ available for your use. We have a wireless microphone system (2 lapel microphones) as well. A referral list of musicians is available should you need it.
- Photography/Videography: The Chapel and our campus can be used for photography throughout the two hour time frame the couple has reserved. Pictures may be taken during the ceremony at the discretion of the celebrant. After the recessional, you are permitted time in the Chapel for the formal posed photographic groupings, provided you stay within the two-hour time frame.

Videotaping is at the discretion of the celebrant. There is a choice of formal photos or a receiving line (pew-by-pew greeting by bride and groom is also considered a "receiving line"). In good weather, the grounds are available for photography after the service.

- Entry/Parking/Restrooms: The Chapel door on the Moran Road side (North side of Chapel) of the building and the Lake Shore Building entrance will be opened by the wedding coordinator 10 minutes before the rehearsal and one (1) hour before the wedding. Guests, both at the rehearsal and the wedding, may use the Moran Road entrance to the Chapel as well as the Lake Shore Building entrance. Parking places are designated. If you wish to use a valet service, please contact us for our preferred valet vendor.

The Grosse Pointe Academy does have a lift available for wheel-chair access. Please inform the wedding coordinator at the time of the rehearsal if you believe you have a guest who will need this accommodation. Lavatories for guests are in the Lakeshore Building adjoining the Chapel on the first floor.

4. After the Wedding:

Your marriage will be registered at St. Paul on the Lake Catholic Church, as well as The Grosse Pointe Academy. Formal paperwork will be filed at St. Paul on the Lake Catholic Church. Notification of marriage will be sent to the parishes of baptism of the bride and groom after the marriage.

***Thank you for considering The Grosse Pointe Academy Chapel
for your upcoming wedding! We look forward to working with you!***

You may contact us at weddings@gpacademy.org or (313) 886-1221 for questions related to weddings at the Academy. You may tour and visit the Chapel by appointment.



Contract for Chapel, Grounds, Facility Usage

The following contractual agreement (“Agreement”) is entered into between the applicant listed below (“Applicant”) and The Grosse Pointe Academy (“GPA”). The Applicant wishes to use the Chapel and/or grounds and facilities of GPA, and GPA is willing to allow the Applicant to use the facilities under the following terms and conditions:

1. Applicant agrees that Applicant will be responsible for any damage done to GPA property or facility during the Applicant’s use of the facilities. Applicant will be responsible for such costs incurred by GPA as a result of any such damages which are not covered by the insurance.
2. Applicant agrees to leave GPA facilities clean and in good order following the use, and Applicant understands that Applicant will be responsible for any cleaning costs incurred by GPA as a result of Applicant’s use.
3. Applicant agrees to:
 - a. Park only in marked areas
 - b. Use the telephone only in case of emergency
 - c. Clean up all litter and debris
 - d. Dispose of all trash
 - e. Enforce GPA’s policy of no smoking on campus
4. Applicant agrees to indemnify and hold harmless GPA, its officers, agents and employees against any and all loss, damage, and/or liability for death or injury to property that may be suffered or incurred by GPA or its agents and employees, and against any and all claims or causes of action which may be brought against GPA, its agents or its employees, which is caused by or in any way arises out of the use of facilities by the Applicant. Applicant agrees to be responsible to GPA for any costs incurred by GPA, including defense costs and attorney’s fees, which are incurred as a result if GPA’s defense of any claim brought against GPA, its agents or employees as a result of Applicant’s use of facilities.
5. Applicant has been given an opportunity to inspect GPA and its facilities and accepts the condition of GPA and its facilities. Applicant waives any claim against GPA based upon any cause whatsoever, including negligence, and Applicant more specifically waives any claim against GPA for damage to person or property from any cause whatsoever occurring during Applicant’s use of facilities.
6. This is the entire Agreement between the Applicant and GPA, and it can only be modified in a written modification signed by both parties to this Agreement.
7. If Applicant is an Organization, the person signing this Agreement represents that he/she is authorized to sign this Agreement on behalf of the Applicant and to bind the Applicant to honor the terms of this Agreement.
8. If any legal action must be brought to enforce the terms of this Agreement, the prevailing party shall be entitled to recover attorney’s fees in addition to any other damages awarded by the court or arbitrator.

Contract for GPA Chapel, Grounds, Facility Usage pg. 2

APPLICANT NAME: (please print): _____

WEDDING/EVENT DATE: _____ TIME: _____

TOTAL FEE: _____

DEPOSIT AMOUNT: _____

Applicant agrees to pay the amount of _____ as a non-refundable deposit for this event.

FINAL BALANCE DUE: 8 weeks prior to wedding/event. DATE _____

FINAL BALANCE AMOUNT: _____

Applicant Signature: _____ Date: _____

Please forward all payments to:
The Grosse Pointe Academy Chapel
171 Lakeshore Rd.
Grosse Pointe Farms, MI 48236

For GPA Office use:

This application is hereby approved:

THE GROSSE POINTE ACADEMY

_____ Date: _____

Date Deposit Received _____ Check # _____ Amount: _____

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