



SUPTINST 1730.2D  
30 OCT 2012

SUPERINTENDENT INSTRUCTION 1730.2D

Subj: POLICY FOR USAGE OF U.S. COAST GUARD ACADEMY RELIGIOUS FACILITIES

Ref: (a) Command Religious Program at the U.S. Coast Guard Academy, SUPTINST  
1730.1D

1. PURPOSE. To establish policy and guidelines governing the use of religious facilities aboard the U.S. Coast Guard Academy by authorized personnel for regularly scheduled religious services and special religious services (e.g., weddings, funerals, and baptisms).
2. ACTION. Academy personnel and those authorized to use the religious facilities aboard this command will comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. SUPTINST 1730.2C is hereby canceled.
4. BACKGROUND.
  - a. Under the Superintendent of the Academy, the Command Religious Program is established to meet the needs and rights of this command's personnel for the free exercise of religion, and is developed and led by the Academy Command Chaplain in accordance with reference (a).
  - b. Religious facilities at the Coast Guard Academy are the U.S. Coast Guard Memorial Chapel, including its Fellowship Room below the sanctuary, and the Academy's Chase Hall Reflection Room.
  - c. The purpose of the religious facilities is to support the U. S. Coast Guard Academy's Command Religious Program activities for all qualifying personnel, in accordance with reference (a).
  - d. These activities include, but are not limited to, regular worship services, special and Holy Day worship services for all recognized faith groups including: weddings, baptisms, funerals, memorial services, Bar and Bat Mitzvah services, confirmations, ecumenical or interfaith worship services, Bible studies, prayer meetings, religious education, and fellowship events.
  - e. Scheduled Religious Worship Services will have priority over weddings, baptisms, funerals, etc. All events are subject to approval by the Command Chaplain.

5. DISCUSSION.

a. Religious Facilities Coordinator.

- (1) The Command Chaplain will coordinate use of all religious facilities on board the Academy. This includes reviewing and approving all requests for usage of religious facilities.
- (2) Inquiries concerning use and scheduling of religious facilities should be directed to the Command Chaplain, and are processed by the Chaplain's Office Administrative Assistant.
- (3) Requests for use of religious facilities for other than religious purposes, such as Spouses' Club meetings in the chapel lounge, may be considered by the Command Chaplain on a case-by-case basis.
- (4) Decisions by the Command Chaplain on usage of the Chapel or religious facilities may be appealed in writing to the Superintendent of the Academy via the Command Chaplain.
- (5) Groups requesting religious use of Academy spaces not designated as religious facilities require permission of both the Command Chaplain and the Coast Guard Academy Planning Officer.
- (6) Changes in scheduling are not permitted without prior notification and approval of the Command Chaplain.

b. Memorial Chapel Use.

(1) Eligible Persons.

- (a) All Coast Guard Academy graduates.
- (b) All active duty and retired Coast Guard personnel and their dependents with valid identification card. Children of Active Duty and Retired Coast Guard personnel may be sponsored by a parent with a valid identification card.
- (c) All Coast Guard Academy active and retired, civilian faculty and staff members, and Non-appropriated Fund Activities (CGES) employees.
- (d) All members of Coast Guard Auxiliary and their dependents who are under 21 and living in the home of the Auxiliary member.
- (e) Members of the Army, Air Force, Marine Corps, National Guard, Navy or NOAA Corps either on active duty or retired with a valid ID card and their dependent children with valid ID Card.

- (f) Persons who regularly attend the Memorial Chapel Worship Services, defined as attending worship for six to twelve months and fully participating in religious life at the Academy.
- (g) Persons who desire to use the Chapel and do not meet the criteria listed above, may forward their written request and application form to the Superintendent via the Command Chaplain for an exemption to policy.

(2) Scheduling of Weddings, Baptisms, Funeral, Memorial Services and other Services:

(a) Scheduling:

1. The U.S. Coast Guard Memorial Chapel Wedding Application, enclosure (2), will be used to schedule weddings in the Chapel.
2. The U.S. Coast Guard Memorial Chapel Usage Application, enclosure (3), will be used to schedule all other activities in the Chapel.
3. Confirmation of the Chapel does not guarantee the Academy Chaplain will be available. Each request will be handled on a case-by-case basis.

(b) Weddings:

1. Worship Services take priority over all other events. Services shall begin and end on time, and allow at least one hour for other groups to set up their service.
2. Weddings are scheduled at a minimum of three-hour intervals. Weddings will not be scheduled more than twelve months in advance.
3. Weddings will be scheduled only after the form "Memorial Chapel Wedding Application," enclosure (2) is completed and approved by the Chaplain's Office. Weddings have precedence over rehearsals.
4. Weddings will not be scheduled during the Winter break (including Christmas and New Years), on Federal Holidays, Parents' Weekend, or Homecoming Weekend, the week prior to Easter, the day of the Secretaries Cup Football Game, or the week prior to and the week of Commencement.
5. Newly commissioned Academy Ensigns will be the only persons to have weddings during Commencement Week.
6. Applicants will make separate arrangements for their wedding reception. A reservation for a wedding reception at the Officer's Club or the Alumni Center does NOT constitute a reservation for using the Chapel. Persons interested in marriage at the Chapel are encouraged to plan their wedding service prior to arranging their reception.

7. Use of the Chapel will be confirmed in writing when the Command Chaplain has approved the application form. All applications must be completely filled out and include information regarding officiating clergy.

(c) Baptisms and Infant Dedications:

1. Baptisms and Infant Dedications will be scheduled as necessary. The Chapel must be reserved and approved by the Command Chaplain in advance. Guest clergy are encouraged to officiate.

(d) Funerals and Memorial Services:

1. Any veteran may have their funeral or memorial service in the Chapel at the request of the next of kin. The Chapel must be reserved and the application approved by the Command Chaplain. Verification of Military Service and/or Military Discharge will be requested. Non-dependent spouses and children of veterans are not eligible. Guest clergy are encouraged officiate.

(e) Homecoming Weekend Memorial Services:

1. The Academy will hold two memorial services during Homecoming Weekend. These are the Fiftieth Year Class Memorial Service and the All Alumni Memorial Service.
2. The Command Chaplain will design the service with the designated class representative, arrange for a Chaplain to participate, and arrange for the preparation and printing of a Memorial Service Bulletin.
3. Any requests for Individual Class Memorial Services will be handled on a case by case basis.

(f) Other Services and Events:

1. Other services and events may include, but are not limited to, Religious Music Programs, Ordinations, Holiday Religious Events, etc.
2. All events must be scheduled through the Chaplains Office and must be approved in advance by the Command Chaplain.
3. Each event request will be handled on a case by case basis.

c. Chapel Wedding Coordinator (CWC) and Chapel Guidelines.

- (1) Upon approval/confirmation of a wedding, the couple will be assigned a Chapel Wedding Coordinator (hereafter referred to as CWC), who will be the Chaplain's Office representative for each wedding held in the Memorial Chapel. Each wedding must have a CWC assigned without exception.

- (2) No furnishings or equipment shall be moved in the Chapel without the approval of an Academy Chaplain or CWC. Special Religious fixtures and liturgical gear may be used with permission and prior arrangement of the Command Chaplain.
- (3) No alcohol will be consumed in or around the Memorial Chapel or in limousines or personal vehicles while on board the U.S. Coast Guard Academy.
- (4) No rice, confetti, rose petals, birdseed, or other material may be thrown in or near the Chapel or walkways. Nothing can be tacked or taped to Chapel walls or furnishings.
- (5) All materials brought into the Chapel will be removed immediately following the service.
- (6) All weddings must conform to civil law.
- (7) Detailed instructions are included in the U.S. Coast Guard Memorial Chapel Wedding Brochure, enclosure (1).

d. Officiates.

- (1) Navy Chaplains are assigned to the Coast Guard Academy to provide for the religious needs of assigned personnel and their families and function within the guidelines of their own religious denomination. No chaplain will be required to provide ministry outside the boundaries of their religious practice, reasons of conscience or religious body restrictions. For official events, every effort will be made by the assigned Chaplain to provide ministry when possible. Each request will be handled on a case-by-case basis.
- (2) Visiting ordained clergy are welcome to officiate at services and religious events scheduled in the Memorial Chapel. Guest Clergy must contact the Chaplain's Office at least one month prior to events for a staff briefing on chapel usage and verification of credentials.
- (3) Civil marriage ceremonies performed by a "Justice of the Peace" are not authorized in The Coast Guard Memorial Chapel, as it is a place for spiritual worship and religious ceremonies.

e. Chapel Fellowship Room.

- (1) The Chapel Fellowship room will be used primarily to support Command Religious Program events.
- (2) The Fellowship Room may be used by a Bridal Party as a waiting area prior to their wedding in the Chapel.
- (3) The Fellowship Room may be used for religious fellowship, small religious group meetings, prayer groups, and other religiously orientated events with the approval of the Command Chaplain.

- (4) Regularly scheduled religious events will have priority for use of the Fellowship Room.
  - f. Chase Hall Reflection Room. The Chase Hall Reflection Room will be used for Religious Services, individual spiritual reflection and small group Bible studies, prayer meetings, and fellowship gatherings. Groups desiring to meet in the Chase Hall Reflection Room must secure the permission of the Command Chaplain. Any damaged or missing equipment shall be reported to the Command Chaplain in a timely manner.
  - g. Chapel Organ. Prior approval from the Chaplain's Office is required prior to using the Chapel's music equipment.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS: Environmental considerations were examined in the development of this instruction and have been determined to not be applicable.
7. FORMS/REPORTS: Chapel Wedding Application and Chapel Usage Application.

//S//  
S. L. STOSZ

- Encl: (1) U. S. Coast Guard Memorial Chapel Wedding Brochure  
(2) U. S. Coast Guard Memorial Chapel Wedding Application  
(3) U. S. Coast Guard Memorial Chapel - Chapel Usage Application

# *UNITED STATES COAST GUARD*



*MEMORIAL CHAPEL*

## *WEDDING BROCHURE*

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

UNITED STATES COAST GUARD ACADEMY  
WEDDING INFORMATION

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## **SECTION 1: OVERVIEW**

The U. S. Coast Guard Academy 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 Chaplain's Office or your Chapel Wedding Coordinator 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 1730.2D and must fill out the attached application and send it to the Chaplain's 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**
  - a. You may have a Chaplain, Priest, Minister, Rabbi, etc. (hereby referred to as "clergy officiate") marry you at the U. S. Coast Guard Memorial Chapel. All clergy officiate must be approved by the Command Chaplain prior to final approval of your application to use the Memorial Chapel.
  
  - b. All guest clergy must contact the Academy Chaplain's office to receive permission to use the Chapel vestments, chalices, etc.
  
  - c. You may request an Academy Chaplain to perform your wedding. Navy Chaplains assigned to the Coast Guard Academy will function within the guidelines of their own religious denominations. No Chaplain will be required to provide ministry outside the boundaries of their religious practice, reasons of conscience or religious body restrictions. Each request is considered on a case-to-case basis. Confirmation of the Chapel does not guarantee an Academy Chaplain will be available or willing to perform your wedding.
  
  - d. 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 COORDINATOR (hereafter referred to as CWC).**  
 Once your application has been reviewed and approved, the Chaplain's Office will send you a letter confirming your use of the Chapel and assign a CWC to your wedding. The CWC 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 each bride and groom directly to introduce themselves.
  - b. Confirm your Wedding and Rehearsal dates and times as recorded by the Chaplain's 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 officiate to confirm participation and verify credentials.
  - f. Coordinate with you and the clergy officiate to ensure that all required paperwork is done in a timely manner.
  - g. Will provide security with a copy of the guest list 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 officiate.
  - i. Will liturgically set-up the Chapel with the Academy's ecclesiastical gear and chapel equipment 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.
4. **CHAPEL DONATIONS AND FEES**
- a. There is no mandatory fee to use the U. S. Coast Guard Memorial Chapel.
  - b. The Academy Chaplains and CWCs 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 contact the Chaplain's Office for more information.
5. **LENGTH OF TIME FOR YOUR WEDDING**
- We allow a total of three hours per wedding. This includes one hour before the wedding for setup of flowers and bridal couple final preparations, one hour for the wedding, one hour after the wedding for receiving line and pictures. The Chapel must be completely cleaned up by the bridal party prior to departing the Chapel.
6. **CONNECTICUT LEGAL REQUIREMENTS**
- a. **BLOOD TESTS**: Connecticut no longer requires blood tests. However, should that change in the future, you may have your blood tests done in the state you are residing in and they shall comply with all Connecticut requirements.
  - 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 CWC at your rehearsal. You may obtain your marriage license from any City Clerk in the State of Connecticut. Your license will be recorded after your wedding 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. 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. Clergy do not need to register with the State of Connecticut.

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 the altar rails. You may place flowers on stands in front of the altar rails or on the marble altar at the rear of the sanctuary. All flowers on the marble altar will be placed on a Plexiglas mat. You may place flowers or bows on the ends of the pews; however, your florist must use "pew caps" 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.
- c. All flowers, pew bows, etc. brought into the Chapel for your wedding must be removed by you or a person you designate immediately after your ceremony. The chapel is not responsible for property not removed after your wedding.

8. UNITY CANDLES

- a. Unity candles may be used in the Chapel with the consent of the Clergy officiate who will be performing your wedding. They will be placed on the main or back altar/communion table on a plastic protector sheet per the preferences of the clergy performing the wedding. We have a Unity Candle Stand available, but you must provide your own candles. You must take your candles with you immediately after your ceremony.

9. AISLE RUNNER

No Aisle Runners will be used in the Chapel.

10. WEDDING PICTURES

Wedding pictures with flash inside the Chapel are allowed after your ceremony. Unless prior approval has been obtained from the clergy officiate for flash pictures during the ceremony, no pictures are approved during the ceremony itself. 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

There is no Dressing Room in the Chapel. The Bridal party should plan to arrive fully dressed for the wedding.

## 12. UNIFORMS

Uniforms worn by people attending your wedding should be the appropriate uniform for the season. The bride and groom have the option to prescribe the uniform of their choice for themselves and their wedding party for their wedding.

## 13. ARCH OF SWORDS

In order to have a Sword Arch following your wedding, either the Bride or the Groom must be a Military Officer and be in Uniform. All members of the Sword Arch must be in uniform.

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 (1<sup>st</sup> pair of swords).
  4. Order to Criss-Cross the blades to form the Arch (1<sup>st</sup> pair)
  5. Couple will pass through and may kiss at this point – “Command spoken is “Kiss to Pass”.
  6. Repeat for each pair of swords.
- f. All sword bearers must provide their own sword. Swords are not available for loan from the Academy.

## 14. WEDDING BULLETINS

- a. The Chaplain’s 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 pews following your wedding.

## 15. ALCOHOL ON THE ACADEMY GROUNDS

The use of alcohol is forbidden inside or outside the Chapel or in Crown Park, unless approved in advance by the Assistant Superintendent. No alcohol may be consumed in a limousine or personal vehicle while on the Academy Grounds. Consumption of Alcohol while on the Academy with the exception of designated locations such as the Officer’s Club,

is grounds for the cancellation of your wedding. (Per USCGA Superintendent's Organization and Regulations Manual modified May 2010.)

16. 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. Receiving lines are permitted following your wedding.
- c. No horse-drawn carriages will be allowed on the Academy grounds.
- d. No furniture, pictures, or mirrors in the Chapel may be moved for any reason.
- e. All items brought into the Chapel with you for your wedding must be removed when you depart the Chapel.
- f. 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 CWC in advance and request your handicapped guest to arrive early.
- g. Restrooms are located in the lower level of the Chapel and are Handicap accessible/equipped.
- h. All Trellis, Hoopas, or other items of this nature may only be brought into the Chapel with the approval of the Command Chaplain. These structures must meet all fire and safety regulations required by the Academy as determined by the USCG Academy Fire Marshall and USCG Academy Safety Officer. These must be removed immediately following the wedding.

## **SECTION II: MUSIC**

1. Wedding Music is the responsibility of the wedding couple subject to the oversight of the Chaplain's Office, the Chapel Organist, and the clergy officiate. 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.
2. The Chapel Wedding Coordinator is available to work with each couple regarding music for their wedding. You may bring in musicians such as organists, pianist, string quartet, harpist, etc. with the approval of the Command Chaplain. This will ensure the appropriate use of the Chapel Equipment. You must notify your CWC as well.
3. If a soloist is desired, the selections to be sung must be approved by the clergy officiate. Soloists should contact the wedding musicians to work out the necessary details and to discuss possible selections.
4. There is no sound system available to play prerecorded musical selections for your wedding. No sound technician will be available to support any special requests. Please plan your music accordingly.

### **SECTION III:**

#### **GUIDELINES FOR PHOTOGRAPHY AND VIDEOGRAPHY**

Please pass this information to your Photographer, Videographer, and Wedding Planner.

1. Unless otherwise approved by the clergy officiate, 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 may use Crown Park for pictures following your wedding. Please indicate your choice on your wedding application.

## 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, and the State of 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 1 year in advance.** Following these requirements and policies 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 Chaplain's Office.

2. WHO MAY MARRY YOU:

You are encouraged 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 an Academy Chaplain to perform your wedding. Navy Chaplains assigned to the Coast Guard Academy will function within the guidelines of their own religious denominations. No Chaplain will be required to provide ministry outside the boundaries of their religious practice, reasons of conscience or religious body restrictions. Each request is considered on a case-to-case basis. Confirmation of the Chapel does not guarantee an Academy Chaplain will be available or willing 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 contact the Chaplain's Office for information. If you have a guest priest performing your wedding, be sure to check what their policy is.

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

Guest clergy officiating at the wedding should contact the Academy Catholic Chaplain for approval and coordination of ecclesiastical equipment.

3. DOCUMENTATION REQUIRED FOR YOUR WEDDING:

The following documentation must be submitted to the Chapel Wedding Coordinator (CWC) at least 2 months (60 days) prior to your wedding date. The Catholic Chaplain at the Coast

Guard Academy or your CWC 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 officiate.

- 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 into the marriage of your own free will,
  3. If there is any reason you shouldn't marry
  4. Provides Baptismal status.
  
- d. **RECORD OF BAPTISM:**
  1. For Catholics, a certified copy of your Catholic Baptism (or Profession of Faith) record, issued by the church it was held in is required and must be dated within 6 months of the wedding. 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. Please complete all paperwork three months prior to the wedding to allow sufficient time for the Dispensation to be received before the wedding date.
  
  - 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 CWC.
  
  - 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 that is 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 Chaplain's 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 CWC 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 CWC will conduct the wedding rehearsal. The CWC has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy officiate, the CWC will have already talked with them about their preferences.
- c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time.

#### 6. THE WEDDING CEREMONY AND BRIDAL PARTY:

- 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 should arrive 10-15 minutes in advance and the Ushers should arrive 30-45 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.
- c. When ring bearers and/or flower girls 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.
- d. 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.
- e. 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 CWC 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 to be given to the Chapel Wedding Coordinator. 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 Chaplain's Office Executive Assistant at 860-444-8480 or your CWC.

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

For Protestant weddings, our Chapel operates under the guidelines from the Chief of Naval Chaplains and civilly within the jurisdiction of the City of New London, and the State of Connecticut. All religious and civil requirements must be followed.

2. **WHO MAY MARRY YOU:**

You are encouraged 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. Only clergy in good standing may officiate at weddings at the U. S. Coast Guard Academy Chapel.

You may request an Academy Chaplain to perform your wedding. Navy Chaplains assigned to the Coast Guard Academy will function within the guidelines of their own religious denominations. No Chaplain will be required to provide ministry outside the boundaries of their religious practice, reasons of conscience or religious body restrictions. Each request is considered on a case-to-case basis. Confirmation of the Chapel does not guarantee an Academy Chaplain will be available or willing 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 contact the Chaplain's Office for information. 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 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 Coordinator (CWC) 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 CWC will conduct the wedding rehearsal. The CWC has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy officiate, the CWC will have already talked with them about their preferences.
- c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time

5. THE WEDDING CEREMONY AND BRIDAL PARTY:

- 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 should arrive 10-15 minutes in advance and the Ushers should arrive 30-45 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 CWC 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 to be given to the Chapel Wedding Coordinator. 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 Chaplain's Office Executive Assistant at 860-444-8480 or your CWC.

**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 and the State of 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 Chaplain's Office.

2. **WHO MAY MARRY YOU:**

You are encouraged 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 officiate, or a Chaplain of your faith group. The CWC will contact this individual to verify their credentials for performing a wedding in the Memorial Chapel. Only offiates in good standing may officiate at weddings at the U. S. Coast Guard Academy Chapel.

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

If you would like to make a donation, please contact the Chaplain's Office for information.

3. **PRE-MARRIAGE COUNSELING:**

Most clergy offiates 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 with the approval of the Command Chaplain. For example, for a Jewish wedding you may want to put up a Hoopa. These structures must meet all fire and safety requirements required by the Academy.

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 CWC 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 CWC 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 CWC will conduct the wedding rehearsal. The CWC has the full authority of the Command Chaplain regarding the order of service. If you have a guest clergy officiate, the CWC will have already talked with them about their preferences.
- c. Your rehearsal will be one hour (60 minutes). Please be sure that your wedding party arrives on time

6. THE WEDDING CEREMONY AND BRIDAL PARTY:

- 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 should arrive 10-15 minutes in advance and Ushers should arrive 30-45 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.
- c. When ring bearers and/or flower girls 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.
- d. Your clergy officiate 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 officiate 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 to be given to the Chapel Wedding Coordinator. 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 Chaplain's Office Executive Assistant at 860-444-8480 or your CWC.

**WEDDING APPLICATION**  
**U. S. COAST GUARD MEMORIAL CHAPEL**

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:** Chaplain's 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 as defined in U. S. Coast Guard Academy Instruction 1730.2D, please mark an "X" 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.  Dependent Children of Military Personnel (active or retired) with a valid ID Card
7.  Regular attendees of the Memorial Chapel
8.  Other - applying for special consideration - reason: \_\_\_\_\_

**LETTER ATTACHED REQUESTING SPECIAL PERMISSION**

**TYPE OF WEDDING SERVICE:**

CATHOLIC - WITH MASS       CATHOLIC - WITHOUT MASS       PROTESTANT

JEWISH       OTHER FAITH DENOMINATION: \_\_\_\_\_

**CLERGY OFFICIATE:**

**Name:** \_\_\_\_\_ **Faith Denomination:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Church Phone & E-Mail:** \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I have read SUPTINST 1730.2D and the Wedding Brochure. I understand that I must present a valid unsigned Marriage License to the Chapel Wedding Coordinator at the rehearsal. If I do not have a Marriage License, my wedding will be cancelled. I will comply with all rules and regulations in the Wedding Brochure including:

1. The use of alcohol in the Memorial Chapel, Crown Park, or any vehicle is forbidden unless approved in advance by the Assistant Superintendent.
2. The throwing of rice, rose petals, birdseed, confetti or any other material is forbidden.
3. If the clergy listed on my application cancels, I am responsible for finding a replacement clergy.
4. No Aisle Runners will be used in the Memorial Chapel.
5. The Command Chaplain must approve any structures to be placed in the Chapel such as a Hoopa, Trellis, or other items specific to your ceremony.
6. No flowers will be placed on the windowsills, piano, organ, altar rails, or main altar
7. Each couple will provide their own unity candles if being used for their ceremony.
8. I will arrive at the Chapel fully dressed for my wedding. No dressing rooms are available.
9. If a Sword Arch is to be used, all swords will remain in the Chapel Vestibule or Chapel Fellowship Room. No swords are allowed in the main Chapel area.
10. You are responsible for arranging for music for your wedding. No sound system is available for the use of tape recordings or CD's.
11. All materials and floral arrangements brought into the Chapel must be removed immediately following the ceremony.

**Applicants Signature:** \_\_\_\_\_ **Rank** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_



**CHAPEL USAGE APPLICATION**  
**U. S. COAST GUARD MEMORIAL CHAPEL**

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:** Chaplain's 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 1730.2D, please mark an "X" 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.  Dependent Children of Military Personnel (active or retired) with a valid ID Card
7.  Regular attendees of the Memorial Chapel
8.  Other - applying for special consideration - reason: \_\_\_\_\_  
LETTER ATTACHED REQUESTING SPECIAL PERMISSION

**TYPE OF SERVICE:**

- FUNERAL/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: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I have read SUPTINST 1730.2D and the Wedding Brochure. I will comply with all rules and regulations including:

1. The use of alcohol in the Memorial Chapel, Crown Park, or any vehicle is forbidden unless approved in advance by the Assistant Superintendent.
2. The throwing of rice, rose petals, birdseed, confetti or any other material is forbidden.
3. If the clergy listed on my application cancels, I am responsible for finding a replacement clergy.
4. The Command Chaplain must approve any structures to be placed in the Chapel such as a Hoopa, Trellis, or other items specific to your ceremony.
5. No flowers will be placed on the windowsills, piano, organ, altar rails, or main altar
6. You are responsible for arranging music for your event. No sound system is available for tape recordings or CD's.
7. All materials brought into the Chapel will be removed immediately following the event.

**Applicants Signature:** \_\_\_\_\_ **Rank** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_

APPROVED

DISAPPROVED

\_\_\_\_\_

Command Chaplain's Signature Date

**PLEASE PRINT CLEARLY:**

**TYPE OF SERVICE:** \_\_\_\_\_

Requested Date and Time:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**REQUESTORS INFORMATION:**

1. Full Name: \_\_\_\_\_  
(First) (Middle) (Last) (Age)

2. Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

3. Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_ Parents Home #: \_\_\_\_\_

5. For I.D. purposes give 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: \_\_\_\_\_

**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 CHAPLAIN'S OFFICE AS SOON AS POSSIBLE AT 860-444-8480**