

ANNEX TO MEMO NO 1: SUPPORT OF WEDDINGS ON FORT RILEY

*WEDDING BOOKLET*

Greetings:

This booklet for weddings at Fort Riley is provided to assist you and your families in making arrangements in any of the installation chapels.

A wedding is a combination of the efforts of many people – chaplain, florist, musicians, etc. Each of these helpers is engaged in efforts to make your wedding one of the most joyous events in your life.

The chaplain will be concerned that your wedding is a sacred, religious ceremony, not a theatrical spectacle. The chaplain wants to know you will put forth as much effort into the details of the religious service as you put into arrangements for other activities relative to this great day.

Assuming you have given much thought to your wedding plans, and that you have some good ideas on how you want your celebration to be, be assured our intention is to help you realize your dreams and hopes for happiness. The time you spend reading this booklet will be time well spent.

A chaplain is required to sponsor every wedding at Fort Riley. The chaplain's training, experience and counsel can significantly reduce potential problem areas and assist in making the occasion memorable and meaningful. Each wedding ceremony is unique, bears the stamp of individual differences, and contains certain ingredients. Some are determined by the chaplain's denominational requirements, others by liturgical usage and preference. Chaplains cannot perform weddings that violate the rules of their church, their conscience, or Kansas laws. Feel free to discuss your personal preferences such as musical selections, order of service, chapel arrangements, etc. However, please keep in mind that a chaplain is not required to perform any marriage ceremony. Questions pertinent to this issue are answered by denominational tenets or a matter of conscience. You should be counseled by a chaplain before printing and sending out invitations, or publicizing the date of the wedding. It is important to contact a chaplain NLT 60 days prior to the proposed wedding date. (NLT 120 days prior to date for a Catholic chaplain.)

### CIVILIAN CLERGY

Civilian clergy may perform weddings in chapel facilities. They must be ordained to be recognized by the State of Kansas. The wedding couple should first find a sponsoring chaplain. The sponsoring chaplain will obtain prior approval from the Command Chaplain concerning using civilian clergy. Civilian Catholic clergy require approval from the Senior Catholic Chaplain.

### CHAPLAIN ASSISTANT

The sponsoring chaplain's assistant is responsible to assist with the service. The chaplain assistant will assist in securing the chapel (following the key control procedures applicable to the SOP of the chapel where the service will be held), preparing the chapel for the ceremony and supervise the clean up after the ceremony.

### RESERVATIONS

A chaplain may use any chapel. That chapel must be reserved in person prior to the wedding. Weddings are scheduled on a first-come first-served basis. The officiating chaplain must confirm the reservation of a chapel facility before the reservation is confirmed. Reservations will include the following:

- (1) Names, addresses and telephone numbers of wedding couple.
- (2) Date and time of proposed wedding.
- (3) Anticipated number of guests.
- (4) Date and time of rehearsal (if any).
- (5) Name and unit of sponsoring chaplain and chaplain assistant.
- (6) Location and phone number of wedding reception.

- a. Scheduled chapel programs/services always take precedence.
- b. Weddings will be scheduled at least one and a half hours apart.
- c. Rehearsals will be limited to one and a half hours maximum.

NOTE: Commercial establishments are more adequately equipped and staffed to handle receptions. Use of alcoholic beverages in chapel facilities is prohibited.

Most couples desire music at their weddings. Couples are responsible for paying the organist preferably before the ceremony. Soloist (if desired) will be contracted and paid by the wedding party. The couple is responsible for securing the services of an organist. The chaplain will provide the wedding couple with a list of available organists or they may provide their own. The couple will consult with the officiating chaplain concerning appropriate wedding music.

### DECORATIONS

The use of flowers and floral arrangements is traditional, and welcome in the chapels. The wedding couple is responsible for any desired floral arrangement. Flowers must be delivered either during duty hours (Mon-Fri, 7:30 a.m. – 4:30 p.m.), or at least one hour prior to the wedding. Users must supply aisle runners. Candelabra are available for use without charge. However, the wedding couple must bring their own dripless candles equipped with wax savers. A covering will be used under each candle to protect altar linens and carpets. No tacks or nails may be used to affix decorations on pews. Use only a masking type tape that will not mark finish.

### DRESSING

Chapels are not equipped with the privacy needed for dressing. Last minute adjustments to hair or flowers may be made at the chapel.

### CLEANING

The chapel must be left as found. The wedding party must remove decorations and litter. Other services, weddings, or chapel services will follow.

### RICE

There will be no throwing of rice/confetti/bird seed in chapels, or entrances to chapels. Only birdseed may be thrown outside the chapel. Your ushers need to strictly enforce these requirements.

## PHOTOGRAPHS

If you desire photographs of your wedding, please bear in mind the following:

- (1) Your wedding is a sacred, religious rite/sacrament. Discretion should be used in picture taking.
- (2) Photo-flash pictures are acceptable prior to the ceremony and during the processional and recessional. The officiating chaplain has the final word as to whether or not pictures will be taken during the ceremony.
- (3) Desired pictures of specific moments may be re-posed following the ceremony. This way the wedding ceremony is not disturbed by photoflash and movements of the photographer.
- (4) Check with the chaplain in charge if you have a particular request.

## VIDEO

Video cameras may be used in coordination with the officiating chaplain.

## EXPENSES

There is no charge for the use of a chapel at any time. There is no charge for the chaplain assistant or chaplain for services or rehearsals. For those whose custom is to give a gratuity, they may make a contribution to the Consolidated Chaplains' Fund, Bldg 228 (AFZN-CH), Fort Riley, Kansas 66442.

## FEES

Payment of fees is the responsibility of the couple.

- a. Organist: Contact the organist.
- b. Soloist: Contact the soloist.
- c. Flowers: Contact the florist.

## CANCELLATIONS

1. License: A chaplain cannot perform a wedding without a valid license issued by the State of Kansas to the wedding couple.
2. Blood Test: Not required in Kansas.
3. Age Requirements: Age for both parties is eighteen (18).

4. There is a three-day waiting period from the time of the request until pick-up of the marriage license.
5. The license bureau is located in the county court house.
6. Give the license to the chaplain at rehearsal.

#### HELPFUL HINTS

1. Don't forget your marriage license or certificate. A good time to present it to the chaplain is at the scheduled rehearsal (if you have one). If there is no rehearsal, then deliver it to his/her office. Following the service the marriage license will be signed and certificate given to you. These are important papers. The license is forwarded to the State of Kansas for recording.
2. When inviting guests and sending out announcements, be careful not to exceed the chapel seating capacity. Post fire and safety regulations prohibit overcrowding of buildings.
3. Provide directions to guests. Include a brief note in your wedding announcement envelope telling guests how to arrive at the chapel. Make sure each guest invited arrives at the right place and right time for both wedding and rehearsal.
4. If your plans involve a large number of guests arriving by automobile, it may be advisable to notify the Military Police Traffic Control section for assistance.