

CHAPEL WEDDING INFORMATION

YOUR CHAPEL WEDDING

Congratulations on your engagement. The Kirtland AFB Chapel Staff is pleased to make the Chapel facilities available for weddings in the hope that your wedding will be a very meaningful and beautiful experience for you. We believe the wedding ceremony is one of the most sacred moments in the lives of two people. It is indeed a very significant experience, which is not to be entered into lightly. The vows are made before God, as two people ask God's blessing upon their marriage and new home. We extend our congratulations as you plan this important event.

Although there is no charge for the use of our facilities, there are policies that must be followed. Each wedding party is responsible for following these policies. It is our intent to extend to each wedding every possible courtesy. It is also our intent to be as clear and as candid as possible so that those who request, reserve and use our Chapel will know and understand our concerns and policies. In order to keep misunderstandings and confusion to a minimum, we ask that you please read this brochure thoroughly. The information in this guide is provided to assist you in planning your wedding. It may not answer all your questions, but it will deal with those most frequently asked. For additional information please feel free to contact a chaplain at 846-5691.

TO SAVE DISAPPOINTMENT, TAKE A FEW MOMENTS TO EVALUATE THE FOLLOWING FOUR STEPS BEFORE SETTING YOUR WEDDING DATE OR MAKING ANY ARRANGEMENTS FOR WEDDING INVITATIONS OR THE RECEPTION.

STEP 1. Determine your eligibility to use the Chapel.

Either the bride or groom must have a valid military or dependent ID card as of the wedding day. Requests for exceptions for children of regular participants in Chapel worship may be addressed to the Wing Chaplain.

STEP 2. Read this booklet completely.

This booklet can answer some of your questions and help you prepare other questions for your appointment with the chaplain. After you and your future spouse have thoroughly read this booklet and discussed it, you are ready to proceed with the next two steps.

STEP 3. Make an appointment with a chaplain.

You can make an appointment with one of the chaplains by calling the Chapel at 846-5691.

STEP 4. Meet with a chaplain.

During your initial appointment, the chaplain will get acquainted with you and listen to your plans and hopes for your wedding. The chaplain will explain his or her pastoral ministry to you during your marriage preparations and wedding ceremony. They will also explain all applicable policies. Since Air Force chaplains are pastors, and are committed to ministering to your spiritual needs, your chaplain will explain the premarital preparation process to you. Pre-Marital preparation is a mandatory step, which we feel is vital to your happiness and welfare.

AIR FORCE CHAPLAINS

Air Force Chaplains are not justices of the peace, i.e., able, willing and obliged by civil law to perform any and all marriages upon request from a couple who possess and present a valid marriage license. Rather, chaplains are clergy persons – ministers, priests, and rabbis—in uniform. As such, they are bound by denominational requirements, dictates of conscience, and personal judgment. With this in mind, they must refuse to conduct any wedding ceremony which they deem violates any of these. When a chaplain can conduct your wedding ceremony, they will assist you in any way they can. If for some reason a chaplain cannot conduct your wedding ceremony, we will do our best to assist you with alternatives.

AFTER YOU CONSENT TO THE MINISTRY AND POLICIES OFFERED, THE CHAPLAIN WILL RESERVE THE CHAPEL FOR YOU AND BEGIN THE PROCESS OF PREPARATION.

We recommend that you make arrangements for your special day a **minimum of six months prior** to the proposed date of your wedding. The Chapel may be reserved for up to 12 months before the wedding.

You are not required to use one of our chaplains in order to have access to this Chapel. However, you must meet with a chaplain in order to initiate the reservation process. Active duty personnel who are members of civilian congregations are

encouraged to use their own pastor/priest/rabbi if they desire to be married in the Kirtland Chapel. Civilian or non-Kirtland chaplains can be approved to conduct weddings in the Kirtland Chapel upon receipt of a letter of intent from that person indicating that they will be present at the rehearsal and conduct the ceremony and a copy of their ordination credentials.

This letter must be received no later than 15 days after a "tentative reservation" has been made. The "reservation" will be confirmed only after the letter has been received. If the letter is not received in the 15-day time period your "tentative reservation" entry will be removed from the Chapel Facility Calendar. Justices of the peace, judges, or other civil officials may not conduct wedding ceremonies in the Chapel.

PROTESTANTS

Each chaplain will be adhering to the requirements of their particular faith group. You should plan on a three-month period of preparation for your marriage. Failure to properly prepare for marriage with your Protestant chaplain guarantees that no wedding ceremony will be performed on your proposed wedding day.

ROMAN CATHOLICS

Roman Catholic canon law requires that persons who were baptized Catholic marry in the Catholic Church. That is, their exchange of marriage vows must be witnessed by a Catholic clergyman (priest or deacon), and the Catholic Rite of Marriage must be used. A civilian Catholic clergyman may be engaged to assist (witness) at a Catholic wedding in the Chapel, but he must obtain written delegation to do so from the Catholic Chaplain or Catholic pastoral associate.

The majority of the Catholic dioceses in the United States require a six-month marriage preparation period. The Archdiocese for the Military Services USA recognizes that this may be very difficult to achieve because of the unique demands of the Air Force life. Due to the mobile nature of the military it is best not to delay the preparation process.

During this period the couple should plan on participating in either the Engaged Encounter or Engaged Enrichment weekend, sponsored by the Archdiocese of Santa Fe or another diocese. Participation in one of the above-mentioned weekends is **highly recommended**, though not required, as part of your pre-marriage preparation. You will also be asked to participate in a program called "FOCCUS" during your preparation period. There is no fee for this standardized written, pre-marital evaluation. The chaplain will explain to you his requirements in full before you commit to a wedding date at the Kirtland Chapel.

You will need to furnish a recent copy of your baptismal certificate, i.e., issued within the last six months. Ask for "a current baptismal certificate with all notations." This may be obtained by writing to the parish in which you were baptized. If you do not know how to contact the church of baptism, the Catholic chaplain can assist you using the [National Catholic Directory](#). Catholics who were baptized by a military chaplain can obtain a copy of their baptism records by writing to the Archdiocese for the Military Services, USA, PO box 4469, Washington, DC 20017-0469. Please provide as much personal information (date and place of birth, parents' names, location of Chapel, etc.) as possible and include a self-addressed stamped envelope with your request.

If you plan to marry a non-Catholic, your future spouse will need to furnish a copy of their baptismal records if they have been baptized. Permission from the Archdiocese of Santa Fe to marry a non-Catholic is also required, and your Catholic chaplain will obtain this additional information.

If a previous marriage exists for either party, please discuss this with the chaplain immediately. Your chaplain will advise you about the methods for obtaining an annulment, which is required before this marriage can be accomplished.

ABOUT THE CHAPEL

The Kirtland AFB Chapel is located in building 20107, located at 1950 Second St. SE. It was built in the late 1940's and seats 400-500 people.

SCHEDULING

WEDDING DATES, TIMES AND REHEARSALS - Weddings may be scheduled Monday through Friday, from 0730-1630 hours as long as the facilities are available. Saturday weddings will be scheduled according to the times listed below. Due to the heavy use of the Chapel facilities on Sundays, no weddings will be permitted on Sundays. Rehearsals will be conducted Monday through Friday from 0730-1830 hours. Wedding rehearsals will be scheduled to last fifty minutes, beginning on the hour or half-hour. It is imperative that this time frame is honored.

Wedding Option #1 -Preparation time starts at 0900, wedding at 1000 and end time of 1100

Wedding Option #2 -Preparation time starts at 1100, wedding at 1200 and end time of 1300

Wedding Option #3 -Preparation time starts at 1300, wedding at 1400 and end time of 1500

Wedding Option #4 -Preparation time starts at 1800, wedding at 1900, and end time of 2000

You will have access to the Chapel one hour before your ceremony. This will allow you time to decorate, get flowers and candles in place, and be ready for the ceremony to begin. You will be allowed an hour after the ceremony begins. This will enable you to take pictures after the ceremony, if that is your desire.

The only exceptions will be made for Catholic weddings within Mass. These wedding parties will have one and a half-hours after the start time to allow for the length of service.

Weddings or rehearsals will NOT be scheduled on: Sundays, Federal Holidays, New Years Eve, New Years Day, Ash Wednesday, during Holy Week (Palm Sunday through Easter), Independence Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve or Christmas Day. Worship services always take precedence over wedding ceremonies.

CONFIRMATIONS AND CANCELLATIONS

Although you have coordinated a wedding date with your chaplain, you must call the Chapel at least 30 days prior to reconfirm your reservations. A chaplain will brief couples that they have the responsibility to notify the chaplain/civilian clergy, Chapel staff and all other parties as soon as possible if their wedding plans have been changed or canceled.

THE WEDDING COORDINATOR

Purpose of the Wedding Coordinator - The Chapel Wedding Coordinator provides service to the bride and groom on proper procedures for use of the Chapel facility. The coordinator will insure that after the wedding the sanctuary is clean and ready for any services or other religious ceremonies that may follow the wedding. Couples must contact the wedding coordinator directly to negotiate payment for the coordinator's services. Couples not using a wedding coordinator may use the Chapel facility, but will be limited to Monday through Friday from 1000-1600 daily when staff members will be available to assist in proper setup and cleanup.

Duties of the Wedding Coordinator

1. Meets with the couple prior to the wedding to give them a tour of the facility and begin the planning process.
2. Opens the Chapel at the beginning of the reserved two-hour period. Turns on lights (and Chapel sound system as requested by the officiating minister.)
3. Arranges all Chapel appointments, including altar furnishings, candles, flowers, kneelers, cross/crucifix and other religious items. Assists in arranging additional items provided by the wedding party.
4. Coordinates use of dressing room, telephone, restrooms, etc.
5. Responds initially to fire, sickness, and other emergencies as they arise.
6. Ensures Chapel carpet and altar arrangements are not damaged by dripping wax by taking the following steps:
 - a. Places plexiglass under each altar candleholder before candles are lit.
 - b. Snuffs out each lighted candle after the ceremony.
 - c. Ensures that candles, candleholders and carpet are free of wax drippings before securing the Chapel.
7. Ensures Chapel is clean following the wedding by accomplishing the following tasks:
 - a. Picks up all discarded papers, ribbons, boxes, burned matches and candles, used flashbulbs, etc.
 - b. Sweeps or vacuums all Chapel areas used by wedding party.
 - c. Rearranges Chapel appointments as necessary.
 - d. Turns off lights throughout the Chapel complex (including restrooms).
 - e. Makes a fire check, ensuring candles are extinguished and that no fire hazard exists.

8. Makes an inside security check to ensure no Chapel furnishings have been abused or removed.
9. Checks all windows and doors and ensures Chapel is locked and secure.
10. Reports all discrepancies to the NCOIC or Duty Airman no later than the next duty day.

You can contact the Chapel for the names of approved wedding coordinators:

Certified Wedding Coordinator

Mrs. Bettie Heye
(505) 275-3337

MARRIAGE LICENSES

It is necessary for you to have a civil marriage license from the state of New Mexico. This can be obtained at the office of the Bernalillo County Clerk, located at One Civic Plaza NW, 768-4314. Both parties applying for the license must be at least 18 years of age. You must bring your social security card when you apply. The fee is \$25.00 CASH. Be prepared to spend a half-hour or more obtaining your license.

NON-MILITARY GUESTS

If you have invited guests to your wedding who don't normally have base access, you will need to make prior arrangements to secure this for them. Notifying the Security Police, in writing, at least one week before your wedding does this. You will need to provide them with an alphabetized guest list that includes function, the date, time and place of the function, a point of contact person and phone number. You will need to provide a separate list for your rehearsal, also containing the function information and POC. If you are having a civilian clergy person, don't forget to list them also. You may mail the lists to NCOIC of Operations, 377 SFS/SFOL, 1351 First St. SE, Kirtland AFB, 87117. Or, you may choose to contact their office at (505)846-7913, fax # (505)846-6631. Please remember that the military member who requested the Chapel facility is responsible for the actions of their non-military guests while they are on the installation.

RECEPTIONS

There are no facilities for receptions at the Kirtland Chapel. If you desire a reception on Kirtland, it is suggested you make inquiries at the Officer's Club, Enlisted Club or the Coronado Club.

CHAPEL ETIQUETTE

The ultimate reason for having a Chapel wedding rather than a civil one is to acknowledge the religious significance of the marriage. Therefore there are certain standards to follow in order to maintain the dignity of the ceremony.

The officiating clergy is the final approving authority in matters of Chapel etiquette, wedding music, picture taking, electrical recording, and the like. It is the responsibility of the wedding party to inform all the guests of these guidelines to insure that the sanctity of the Chapel is not violated. When other than Air Force Chaplains officiate, the enlisted Air Force Chaplain Service Support Personnel or approved wedding coordinator will have authority over the use of facilities and proper procedures.

WEDDING ACCESSORIES

CANDLES - The Chapel can provide two altar candles and the use of a pair of seven-candle candelabra if desired. You may arrange for more elaborate equipment through your florist, but we do ask that they consult with us, as they must assure that no damage is caused to the Chapel furnishings. The wedding party will furnish all candles used, and we require them to be at least 51% bee's wax candles in order to minimize damage from drips. The Chapel holders take 7/8" taper candles. Couples who wish to use a unity candle can purchase these at a local store. If you wish to use a unity candle, be sure that the clergy person knows this in advance. Candles may not be placed in the aisles.

FLOWERS - Flowers are the responsibility of the couple. They may be left in the Chapel for use during worship services, if you so wish. You should arrange for the flowers to be delivered to the Chapel in the hour allotted to you before the ceremony is scheduled to begin. Please do not use real flower petals if the flower girl will spread flowers before the bride. Silk petals can be obtained for a nominal charge through your florist and do not cause damage to our carpets.

CHAPEL FURNISHINGS - The Chapel is designed and prepared for worship. Please accept the Chapel as it is. Weddings are liturgical and/or sacramental rites. Alterations of the Chapel, i.e., removing banners, Advent, Christmas, Lenten, and other decorations, are not authorized. No additional decorations will be affixed with nails, tacks, tape or any means that would mar the Chapel or furnishings. We ask that you use the plastic pew clips available from the Chapel when affixing flowers to the ends of the pews. Any damage or loss of property will be the responsibility of the couple for restitution.

PHOTOGRAPHS/VIDEOS - The photographer/videographer must consult with the chaplain/clergy person conducting the wedding ceremony. Many chaplains do not permit flash photographs during the ceremony. The wedding party may return to the Chapel sanctuary following the ceremony for photographs providing that this time does not exceed the time allotment for your wedding.

WEDDING WORSHIP BULLETINS - If you desire bulletins/programs for your wedding, you must have them prepared at your own expense. Religious bookstores are a good source for pre-printed bulletin covers.

SABERS/SWORDS - The use of sabers/swords is limited to the entry foyer and the outside entry areas. Weapons of any kind are **not** allowed in the sanctuary.

DRESSING ROOMS - There are limited facilities available for the convenience of the bride and groom. Please check with the Chaplain Services Support Staff on duty or the wedding coordinator. Please ensure that the dressing areas are left in good condition. Safeguard your valuables. The Chapel cannot be responsible for any losses.

FEES - The Chapel facilities are free of charge, provided by the Air Force. The Chaplains and Chaplain Service Support Personnel are not allowed to receive honoraria. However, donations to either the Protestant or Catholic Chaplain funds may be given to the enlisted Chaplain Services Support Staff, wedding coordinator, or placed in the offering during a worship service.

ORGANIST/PIANIST - Because the ceremony is set in the context of worship, the music used for the wedding is expected to be religious. Instrumental music should evoke the spirit of prayer and praise, and any vocal music must be God-centered. For assistance in this area consult with the clergy performing your ceremony. Please save your favorite non-religious music for the reception. Contact the Chapel for names of approved musicians.

Only qualified, pre-approved organists will be allowed to operate the Chapel organ. You may wish to use one of our regular Chapel musicians. Any fee paid is a private arrangement between the organist/pianist and the wedding party.

VOCALISTS, MUSICIANS, FLOWERS, AISLE RUNNER, CANDLES, SILK FLOWER PETALS, PHOTOGRAPHERS, ETC. ARE ALL AT THE EXPENSE OF THE WEDDING PARTY and not available from the Chapel.

RICE, CONFETTI, ETC. - Due to safety concerns, Chapel Operating Instructions **prohibit** the throwing of rice, confetti, birdseed, flower petals, etc., either inside the Chapel or on the Chapel grounds. Some bridal supply companies carry small containers of bubbles, which may be used outside the Chapel facility.

ALCOHOLIC BEVERAGES - Other than ecclesiastical wine (used in worship), alcoholic beverages are **not** allowed in religious facilities. (Reference AFI 52-101, para 3.3)

FOOD - Food and drink are **not** permitted in the Chapel worship areas.

SMOKING - Smoking anywhere in the Chapel building is **prohibited**.

SAFETY - Please use extreme caution when using aisle runners and silk flower petals so as to prevent any accidents from occurring which might take away from your wedding ceremony.

SOUND SYSTEM - **Only Chapel staff and the wedding coordinator are authorized to operate the sound system.** Inform the Chapel staff or wedding coordinator of your specific sound needs.

IMPORTANT NAMES AND TELEPHONE NUMBERS

MINISTER: _____ PHONE # _____

WEDDING
COORDINATOR: _____ PHONE # _____

ORGANIST: _____ PHONE # _____

FLORIST: _____ PHONE # _____

PHOTOGRAPHER: _____ PHONE # _____

OTHER: _____ PHONE # _____

IMPORTANT DATES AND TIMES

COUNSELING: DATE: _____ TIME: _____

REHEARSAL: DATE: _____ TIME: _____

WEDDING: DATE: _____ TIME: _____

NOTES _____

