

**LEHIGH UNIVERSITY
PACKER MEMORIAL CHURCH
WEDDING RESERVATION INFORMATION**

*Office of the University Chaplain ~ Dialogue Center ~ 661 Taylor St. ~ Bethlehem, PA 18015
Office Hours: Monday-Friday ~ 8:00 a.m.-4:30 p.m. ~ (610) 758-3877 ~ Email: incha@lehigh.edu*

WHO MAY APPLY TO BE MARRIED IN PACKER MEMORIAL CHURCH

- Lehigh students, alumni, faculty and staff and their immediate families.
 - Immediate family includes: mother, father, brother, sister, and grandparent.
- Couples requesting the services of the University Chaplain, Rev. Dr. Lloyd H. Steffen.
 - Must be approved according to University Guidelines.
- Couples wishing to be married Roman Catholic by the Newman Center Chaplain.
 - In accordance with the Diocese of Allentown, brides and/or grooms must be graduates or current full time students of Lehigh University to be eligible for a Roman Catholic wedding. Children of faculty/staff are not eligible unless they are graduates of Lehigh. Faculty/staff who wish to marry Roman Catholic must currently be employed by Lehigh University. Further pertinent information in this regard is found in the clergy section of this information guide.

WHERE TO APPLY

- Packer Memorial Church reservations *may only* be requested through the Office of the University Chaplain, Dialogue Center #41, 661 Taylor Street, Lehigh University, Bethlehem, PA 18015.

APPLICATION FOR RESERVATION

- **Process:** Reservation application forms may be obtained from the Chaplain's Office. The completed application form and payment of church rental fees must be returned to the office *within three weeks of receipt of application*. An email confirmation of payment and finalized church booking will be sent upon receipt of payment. Approximately 6 weeks prior to the rehearsal/wedding a confirmation email will be sent to the bride and groom to confirm arrangements and initiated last minute adjustments if necessary.
- **Reserved Time:** Exact dates and times for the rehearsal and the ceremony must be stated to avoid conflicts with other scheduled events in the Church. Acceptance of a reservation guarantees a two-hour period, one hour which is understood to be the hour preceding the scheduled time of the service. *We must insist the wedding, including photography, fit within your scheduled two hour (Roman Catholic Mass – two and a half) contracted rental time.* Please inform your clergy person and photographer of these time restrictions. The Packer Memorial Church is open daily from 9:00 a.m. - 6:00 p.m. during Lehigh's normal academic schedule. The Church is closed during vacation and semester breaks, and will be opened only by special arrangement with the Chaplain's Office.
- **Facility Note:** Packer Memorial Church is a University facility and as such the University calendar will take priority with respect to scheduling. On occasion the Chaplain's Office may hold final confirmation of requested dates until the University has announced its spring and fall events calendar. The Chaplain's Office will, however, make every effort to communicate notice of the likelihood of University events that may prevent confirmation. Occasionally, rehearsal times may be adjusted *after* the scheduled time. Applicants will be notified immediately should the situation arise.

FEES:

- **University Fees**
University fees as outlined on the fee schedule must accompany the Reservation Application. These fees cover the cost to the University for supplies, application processing, and custodial services (custodial staff will be present at the rehearsal and wedding ceremony). Should the wedding service be cancelled and submitted in writing or by telephone call to the Chaplain's Office before the scheduled date half of the rental fee shall be refunded.
- **Clergy Fee**
Lehigh University has set the minimum honorarium for all clergy performing weddings in Packer Memorial Church. Honorarium costs are outline in the fee schedule. Efforts will be made to help couples locate alternative clergy if the University Chaplain is unavailable. The Chaplain's Office must be informed of the name, address, and affiliated church of the officiant performing the wedding. The clergy honorarium should be paid *in advance* at the rehearsal.

- **Music and Musician Fees**

Organists *must be chosen from the official list* on page three (3) of this information guide. Fees vary according to the musicians' time requirements – musician fees are outlined on the fee schedule. Music selections must be set in advance. When contacting organists, please make sure you have a clear understanding of the music to be played, their fee and their attendance at the rehearsal. Music other than the organ is an option. A piano is available in the church. Portable music devices supplied by the wedding party are permitted in the church. There is no piped in sound system in the church. Sound may be amplified by microphones provided by the church. Microphone placement should be coordinated with custodial staff at the rehearsal.

ORGANISTS

The following list provides the name and contact information of organists authorized to play wedding services in Packer Memorial Church. These musicians have access to the Church and the organ and know the instrument well. ***This office will not*** entertain requests for other organists to play weddings; kindly do not ask for exceptions to this policy.

Ian Tomesch, University Organist i.a.tomesch@gmail.com	201-213-9256	Gregory Kuklinski, Roman Catholic only gjk4@alum.lehigh.edu	610-730-1299
Nicole Cochran ncochran88@gmail.com	724-799-1373	Clinton Miller jclintmill@gmail.com	610-435-2388
Dennis Duda ddduda@verizon.net	215-361-8641	Rebecca Owens rakleintop@hotmail.com	610-570-3987
Nicos Elias theorganguy@aol.com	610-433-2200	Greg Funfgeld greg@bach.org	610-509-2437
Timothy Harrell tharrell@trinitysolebury.org	215-297-5812	Stephen Williams swillilams@nativitycathedral.org	610-737-5196
Dennis Varley dennis.varley@desales.edu	610-739-3567	Marie Miller	610-865-5560
		Martha Popichak	610-694-0184

CLERGY

Clergy persons must be a licensed member of a fully recognized religious organization. Packer Memorial Church is not available for non-religious ceremonies conducted by a judge or justice of the peace.

- **APPLIES TO:** Graduates or current full time students of Lehigh University. If the service is to be Roman Catholic and/or involves a Roman Catholic, the bride and groom must inform the Catholic Chaplain, (Newman Center, Office of Catholic Campus Ministry, 417 Carlton Avenue, Bethlehem, PA 18015, 610-867-9382) who has been assigned by the Diocese of Allentown to serve the Lehigh University community. All Roman Catholics who wish to marry on campus are reminded that in order to have their marriage recognized and approved by the Catholic Church they must comply with the Marriage Preparation Policy which is in effect in the Diocese of Allentown. This policy applies to all Catholics, even if they live in another diocese or wish to invite a priest other than the Catholic Chaplain to witness their marriage. **The most immediate terms of this policy requires that the couple contact the Catholic Chaplain prior to executing the church rental contract.**

CUSTODIAN

A copy of the weekend wedding schedule will be forwarded to the custodial staff. This will ensure that the Church is open and custodial staff available during the rehearsal and wedding times requested.

FLORISTS

Most local florists are familiar with the inside of the Church. Customarily they furnish the white runner (100ft.). Only free standing candles are permitted. All floral arrangements should be made directly with the florist. Advise your florist that delivery should be made at the rear of the Church in the sacristy. Flowers left for any length of time in the foyer are not guaranteed their security since the Church is open to the general public.

PHOTOGRAPHY

It is suggested that pictures not be taken during the ceremony itself. This matter should be discussed with the officiating clergy person who has the final decision. Outdoor photography is permitted at the Alumni Memorial Building Patio or at the water fountain in front of Packard Lab. Please be advised that the President's driveway (located next to the Alumni Building walkway) is not to be obstructed by parking and the house and adjoining grounds are not available for your photos.

PARKING

The pedestrian walkway between Packer Church and Packard Lab may ONLY be used by limousines to drop-off and pick-up the bridal party at Packer Church prior to and after the wedding. Limousine drivers must be mindful of the pedestrian nature of this area and proceed slowly, with caution. The recommended approach is to access the walkway from the west via Memorial Drive, proceed east and then north to Packer Church. The alternate access would be to proceed south from Packer Avenue on the Pedestrian walkway. If this route is chosen, the vehicle must exit the area by going west to Memorial Drive, exiting onto Brodhead Avenue. In either case, **vehicles/limos must not remain parked in front of the church during the event**. Vehicle/Limo may park on Packer Avenue or in the paved area between Packer Church and the Philosophy building during the event. Vehicles found parked on the walkway for longer than drop off/pickup time will be fined or towed at the owner's expense. Handicapped parking is available in the Chandler-Ullmann Hall parking lot behind the Church. Metered spaces are available on Packer Avenue and in the parking lot near Maginnes Hall which are moderately free of cars on most Saturdays.

SPECIAL NOTES

- The Chaplain's Office is not responsible for personal or wedding items left in the Church during the contracted rehearsal and wedding time. This includes wedding candles, flowers, pew bows, fans, etc. All items to be kept or returned to a florist or rental company must be removed from the Church at the end of your contracted time.
- There are 20 rows of pews on each side, 8 rows of chairs with 8 in each in the front of the pews. These chairs ***cannot be removed***; they are a permanent part of the Church. Pew bows can be attached with pipe cleaners, wrapped wire or ribbon (no tape of any kind may be used).
- Dressing rooms for the bride are not available in the Church. It is suggested you arrive prepared for the ceremony.
- We ask that you do not have any balloon/bird releases into the air, or use metallic confetti of any type. You may use environmentally friendly birdseed or bubbles instead of rice. Releasing butterflies is acceptable. Failure to comply will result in a \$50 clean-up fee billed to you following your wedding.
- We ask that you do not request to have your pets as part of your ceremony. Guests who have need of a seeing-eye dog or a working dog will be accommodated according to their needs.
- All candle holders used in the Church must have plastic beneath them, including candles that are supposedly dripless. Candles that are free-standing in the aisle or attached to the pew in any way are not permitted. Guests are not permitted to light and hold candles during the ceremony. Six candles are provided on the high altar and two candles on the portable altar for your wedding. All other candles must be provided by you or the florist, i.e., unity candles, tapers, etc.
- Alcohol of any kind (including champagne) is not permitted inside or on the grounds of the Church. We ask that your wedding party and guests do not consume alcohol on Church property during your contracted time.
- For invitation purposes, the correct name of the Church is **Packer Memorial Church**. The mailing address should read: Packer Memorial Church, 18 University Drive, Lehigh University, Bethlehem, PA 18015.