

Dear Presider Priest or Deacon Celebrant,

Congratulations on being chosen to be part of this couple's journey!

As the presiding celebrant of a wedding in the Our Lady of the Lake University (OLLU) Sacred Heart Conventual Chapel (SHCC), you will be responsible for ensuring that:

- The couple is in good standing with and is free to marry in the Catholic Church;
- The couple is prepared for marriage and will meet all the requirements for the Sacrament of Marriage as set forth by the Archdiocese of San Antonio;
- All documentation for the marriage file is complete (Pre-Nuptial Investigation, Current Sacrament Certificates, etc.);
- All appropriate dispensation forms for marriage of a Catholic and non-Catholic are complete (if applicable);
- The bride or groom obtain a letter of permission from their pastor to marry outside their parish.

In addition, you will be required to do the following:

- Request delegation from the pastor of St. Jude's Catholic Church to officiate the wedding because Sacred Heart Conventual Chapel is in the territory of St. Jude's Catholic Church
- Deliver the completed marriage file to:  
St. Jude's Catholic Church Parish  
130 San Augustine, San Antonio, Texas 78237  
Phone: 210-432-8044
- Have the marriage license signed and delivered to the appropriate civil authority;
- Direct the wedding rehearsal and assist the bride, groom and their families to ensure they are acquainted with the wedding procedures;
- If you are from outside the Archdiocese of San Antonio, you will need to request that your Archdiocese/Diocese or Religious Authority send a letter of suitability to the Archdiocese of San Antonio.

**Note:** Any concelebrating priest or deacon from outside the Archdiocese of San Antonio who wishes to be a part of the ceremony also must provide a letter of suitability.

A member of the OLLU Events Services staff will orient you to the Chapel and assist you with becoming familiar with the space. An OLLU Events Services staff member will explain the rules connected to decorating the Chapel, using the piano and electric organ, and times for arrival and departure from the Chapel.

Work with the couple to submit the accompanying form to indicate your willingness to ensure that all the necessary requirements will be completed.

If you have any questions about this wedding, contact the OLLU Event Services staff using the contact information below.

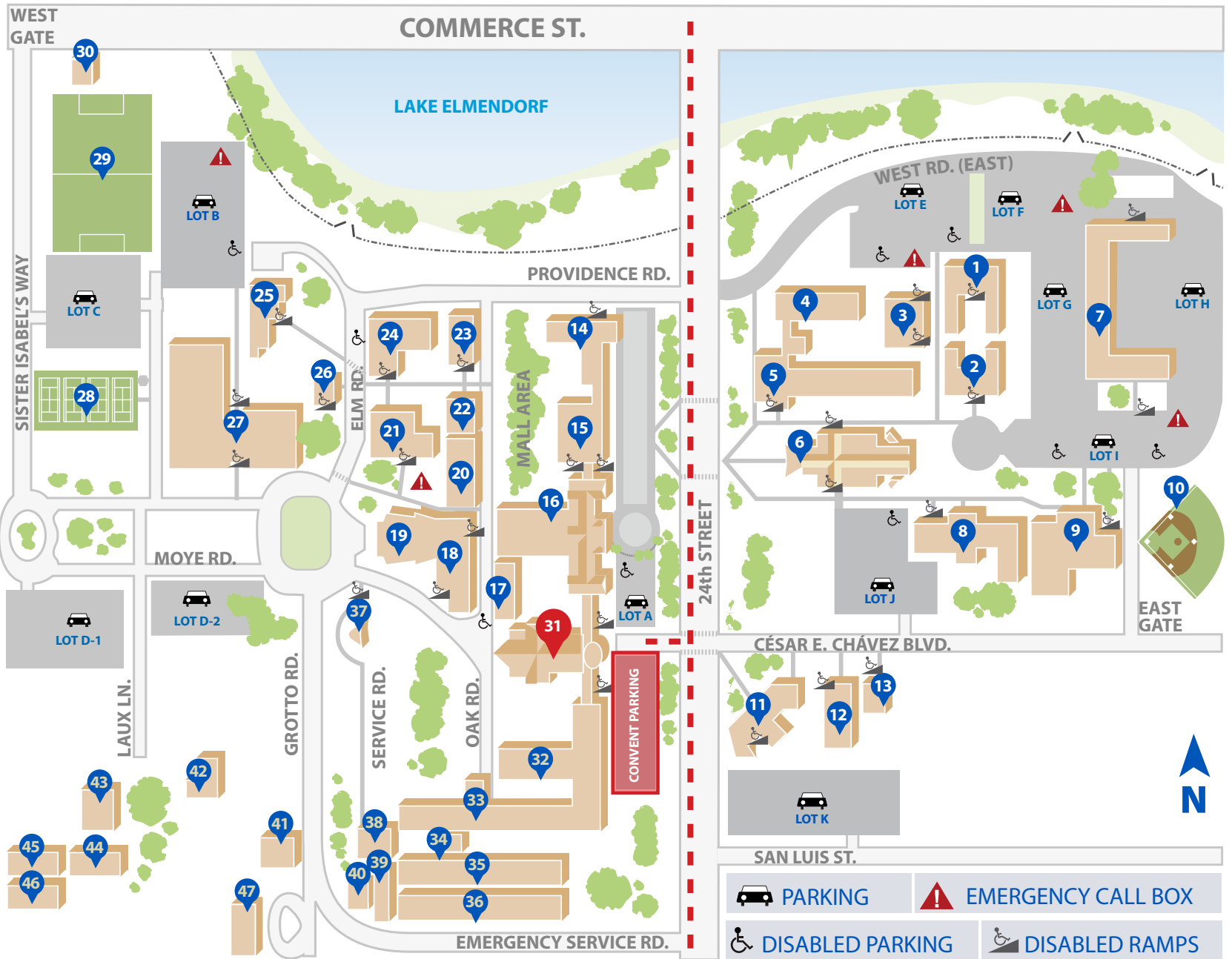
Thank you.

OLLU Events Services Office  
210-431-6550  
[ollueventservices@ollusa.edu](mailto:ollueventservices@ollusa.edu)

# OUR LADY OF THE LAKE UNIVERSITY

## LEGEND

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\* Buildings owned and operated by the Congregation of the Sisters of Divine Providence



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