

Checklist for your wedding:

Your Chaplain/Minister is: _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Chapel Wedding Coordinator: Ms. Mary Wilkins

Phone: (813) 263-2380

Email: wlikins@msn.com

Photographer: _____

Musician: _____

Vocalist: _____

Anticipated number of guests: _____

Number of ushers: _____

When to obtain Marriage License: _____

Counseling scheduled with: _____

Date:

Time:

1) _____

2) _____

3) _____

4) _____

Wedding Booklet



MacDill AFB Chapel
2204 Administration Avenue
MacDill AFB, FL 33621
(813) 828-3621/DSN 968-3621

*“May your marriage be a
Long adventure in personal growth*

*May you have true friends to stand
By you in joy and sorrow*

*May you be deeply involved in
The events of your times*

*May you take time to reflect
On the wonder of being*

*May you see your children’s
Children to the third and
Fourth generation*

*May you come to old age and
Gray hair in peace and
Contentment*

May you be kind to each other always

*May you remember that
God is love and those
Who abide in love
Abide in God and
God in them!”*



I LOVE YOU...

*Not only for what you are
But for what I am
When I am with you.*

*I Love You
Not only for what you have
Made of yourself
But for what you are making of me.*

*I Love You
For the part of me that you bring out.*

*I Love You
For putting your hand into my
Heaped-up heart
And passing over all the foolish, weak things
That you can't help dimly seeing there,
And drawing out into the light
All the beautiful belongings
That no one else had looked quite
Far enough to find.*

*I Love You
Because you are helping me to make
Of the lumber of my life
Not a tavern, but a temple;
Out of my works, of my every day
Not a reproach, but a song.*

*I Love You
Because you have done more than
Anyone else could have done to make
Me feel my potential.
You have done it
With your touch,
with your words,
With yourself.*

-Roy Croft

SECURITY FORCES

MacDill AFB is a closed base. Only individuals with a military ID card or a base pass issued by the MacDill AFB Security Forces Squadron can enter the base.

In order to get your guests on base for the wedding and/or rehearsal, you will need to provide two copies of the guest list. (One for the rehearsal attendees & one for the wedding attendees), names in alphabetical order, license number and state of issue, & the rehearsal and wedding dates/times. The Wedding Coordinator needs this list no later than 2 weeks before the rehearsal/wedding dates. Your guest list will be signed by the Wedding Coordinator and then turned in to the Visitor Center outside the Dale Mabry Gate.

MACDILL CELEBRATES YOUR WEDDING

1. Congratulations on your decision to get married, and thank you for seeing us so far in advance! We hope you will use this time preparing yourself to look at life in a different manner as you begin sharing your lives together in this special way.
2. The chapel will provide you the use of the facilities as space is available. All other preparations are your responsibility – arranging for a chaplain or a civilian pastor, contracting with the Chapel Wedding Coordinator, the florist, the photographer, gathering pertinent documents, and remembering important details.
3. Please take the time to read this entire booklet carefully, as it will help you with your wedding preparation so that this important step in your life will be accomplished as smoothly as possible.

CHAPEL FACILITY

1. Eligibility – The Sanctuary can be reserved for a wedding ceremony by a valid DoD ID card holder with the expiration date beyond the requested wedding date.
2. Facility Request – A Chapel Facility Request form must be completed in its entirety and submitted to a representative of the chapel staff. The Wing Chaplain or his/her designee must approve all requests for wedding ceremonies and facility usage. Once requests have been approved, a member of the chapel staff will call to confirm the reservation.

PLEASE REMEMBER, YOU ARE RESPONSIBLE FOR YOUR GUESTS WHILE THEY ARE ON BASE!

CHAPLAIN ELIGIBILITY

1. You may request one of our Active Duty chaplains if:
 - a. You or your fiancée are on Active Duty status or you or your fiancée have an Active Duty DoD dependent ID card.
 - b. You and your fiancée meet the specific denominational requirements of the Active Duty chaplain assigned to your chosen date.
2. If you decide to use your own clergy, a copy of his/her ordination credentials must be sent to a member of the chapel staff before the wedding request will receive final approval from the Wing Chaplain. Once the Wing Chaplain has given final approval, a chaplain will be assigned to sponsor your wedding. Your civilian pastor will work with and follow the guidance provided by the chaplain to coordinate your ceremony.
3. Please remember that any service taking place in the chapel sanctuary is considered to be a service of worship. Be respectful of the faith of your chaplain or civilian pastor, who will strive to serve you to the best of his/her ability and in accordance with Air Force Policy Directive (AFPD) 52-1 and local Operating Instructions. Please do not expect the chaplain or civilian pastor to provide any services that may go against his/her denominational requirements or pastoral policies.

WEDDING COORDINATOR

1. Ms. Mary Wilkins is the chapel wedding coordinator. She is the main point of contact to answer your questions. She will help you arrange all the details pertinent to the rehearsal and the ceremony as well as open/close the facility and provide access to decorations, sound systems, etc. She can be reached at (813) 263-2380.
2. Chapel policy requires the use of the wedding coordinator. The chapel wedding coordinator is aware of all chapel facility usage policies and will provide you with vital information for your ceremony.
3. It is your responsibility to contract directly with the wedding coordinator. Ms. Wilkins charges \$200 for wedding coordinator services. Payment for services is due the week prior to the wedding ceremony. Chapel staff members will not perform wedding coordinator duties.
4. If your ceremony is being performed by a military chaplain, it may become necessary to change to another chaplain due to unexpected military commitments. The wedding coordinator will undoubtedly remain the same from scheduling to completion providing the needed continuity for your wedding preparations.

MARRIAGE LICENSE

1. Under no circumstances will a wedding be performed without a license being given to the chaplain or civilian pastor. Please bring your license to the rehearsal. The chaplain/civilian pastor will mail the license to the County Clerk upon completion of the ceremony.
2. County offices are usually closed on weekends and holidays. Specific information regarding license requirements and cost may be obtained by calling the Clerk of the Circuit Court for Hillsborough County at (813) 276-8100, Ext. 4366. The license is valid for 60-days from purchase date in any county in Florida.

TIME OF THE WEDDING

1. Chapel programs take precedence over requests for wedding ceremonies. Weddings will be scheduled around existing chapel programs.
2. Wedding ceremonies may be scheduled on Saturdays for 2-hour time intervals: 1000 (0900-1100), 1200 (1100-1300), and 1400 (1300-1500). The base chapel is not available for weddings or rehearsals on Saturday evenings or Sundays because of regularly scheduled Catholic and Protestant Services and Religious Education.
3. The set-up, wedding ceremony, clean-up, and photography **MUST NOT** take longer than the two hours allocated for your reservation.

NO RECEPTIONS ARE ALLOWED IN ANY PART OF THE CHAPEL FACILITY.

We recommend the Surf's Edge Club (813) 840-2220 for receptions.

CONFETTI OR RICE

1. The chapel must be presentable at all times for the use of all authorized personnel.
2. The throwing of rice, flowers/flower petals, confetti, paper, birdseed, etc., is prohibited inside or outside of the chapel facility.
3. If, in spite of your request, your guests throw rice or anything else, your ushers or other members of your wedding party must clean it.

OTHER IMPORTANT NOTES

DESIGNATED SMOKING AREA – The area on the southwest side of the chapel is the only designated smoking area. Please make sure your guests abide by this policy.

ALCOHOLIC BEVERAGES ARE PROHIBITED INSIDE AND OUTSIDE THE CHAPEL FACILITY.

CLEAN UP

1. Please help us keep the facility clean. Do not leave behind any papers, boxes, decorations, or trash. The closest dumpster is near the chapel parking lot.
2. All wedding decorations must be removed immediately after your pictures are taken, and the chapel must be returned to its original state.

ORGANIST AND/OR SOLOIST

1. If an organist and/or soloist are desired, it is your responsibility to contact them and contract for their services. The fees for this service are determined by those providing the service.
2. The wedding coordinator will provide you with the name and phone number of the chapel organist, if desired.

WEDDING COORDINATOR DUTIES

1. Meet with you and/or the person officiating your ceremony to discuss the details of the rehearsal and the wedding ceremony.
2. Open the chapel for the rehearsal and one hour before the scheduled starting time of the wedding ceremony.
3. Ensure the necessary rooms are available to the wedding party.
 1. Acquaint the wedding party with the chapel facility and advise concerning the use of available rooms, equipment, and location of restroom and telephones if needed.
 2. Ensure the rules of etiquette are known; and both the rehearsal and wedding ceremony run smoothly.
 3. Coordinate requirements with the photographer and the policies of the chaplain or pastor.
 4. Help with and/or watch over the placement of chapel furniture and decorations to ensure tacks or tape are not used which may deface the furniture.
 5. Deconflict any potential issues requiring the support of the chapel staff, Civil Engineering, and/or Security Forces/Fire Department.

PHOTOGRAPHER

1. It is your responsibility to contract with a photographer if you desire one.
2. Aisle runners are a safety hazard when put over carpet, therefore they are prohibited.
3. The chapel has candelabras and kneelers for your use upon request. The chapel does not provide candles. The use of dripless candles is required. Please bring all the candles to the rehearsal if possible.

CANCELING RESERVATIONS

1. It is your responsibility to notify the wedding coordinator and officiating chaplain or pastor as soon as possible if you cancel your wedding ceremony. Please do not hold an unneeded reservation.

DRESSING AREA

1. Small dressing areas are available in the Bridal Room and the restrooms. The Conference Room can be used if it is not being used for a chapel program. Under no circumstances may the Blessed Sacrament Chapel be used for dressing.
2. You are cautioned not to leave any valuables in any part of the chapel during the ceremony. Please appoint someone to hold your valuables for you during the ceremony.

PREMARITAL COUNSELING

1. Counseling is provided to prepare you for marriage as well as the ceremony. A minimum of three months advance notice is expected by our Protestant Chaplains and six months by the Catholic Priest.
2. Premarital counseling is required by the chaplains as a prerequisite to a chapel wedding. Each chaplain provides this preparation prior to the ceremony.
3. Special Catholic Requirements. A couple interested in having a Catholic Wedding should contact the priest at least six months prior to the intended date. After an initial interview between the priest or the deacon and the couple, the date can be set. A pre-marriage course consisting of a series of sessions with the priest or deacon as well as participation in a day-long pre-marriage seminar sponsored by the Diocese of St. Petersburg is expected. The following documents must also be provided:

CATHOLIC REQUIREMENTS

I. Baptismal Certificate

- This is written proof of the baptism plus non-marriage in the Catholic Church (notification of marriages are sent to the church of baptism).

- This certificate cannot be the original, but a new copy issued by the church of baptism within six months of the wedding date. This is a routine request. The church of baptism will know what you need.

- If you were baptized on a military installation, then you can write to the Archdiocese for the Military Services, P.O. Box 4469, Washington, DC 20017. You must provide the name of the church and its address, your full name, your parents' names, your date of birth, and a stamped, self-addressed envelope.

- The Protestant member needs to provide a photocopy of his/her baptismal certificate.

II. Pre-Nuptial Investigation Form

- This is completed with the priest, establishing your freedom to marry. Biographical information will be used for the marriage register.

III. Parent's Affidavit

- This form is supplied by the priest and is sent to one parent who will verify that you are free to marry.

IV. Permission

- The priest does not have immediate authorization to perform the marriage when one of the parties is non-Catholic. Dispensation in such cases is given by the Archbishop for the Military Services.

- In the case of a marriage where one party is not Catholic, a promise is to be made by the Catholic party that he/she will live out their faith in the marriage, give good Catholic example and raise their children in the Catholic faith. This promise is affirmed with a signature.

- Part of the preparation involves the Catholic partner explaining as much of the Catholic Faith as possible to the other partner. The best way of getting closer together is through this type of communication.