

LETTER FOR PRESIDING PRIEST OR DEACON TO FILL OUT AND RETURN TO LOYOLA

Date \_\_\_\_\_

Dear Fr. Richie Salmi, Rector of Madonna della Strada Chapel, and representatives of Loyola University Chicago:

\_\_\_\_\_  
*(Bride and Groom name)*

have requested that I preside at their wedding being celebrated at Madonna della Strada located at Loyola University Chicago on

\_\_\_\_\_  
*(date and time)*

I am a priest or deacon of \_\_\_\_\_  
*(Name of Diocese or Religious Order)*

If I am not a priest or deacon of the Archdiocese of Chicago, a letter certifying that I am a priest or deacon in good standing can be found attached to this letter.

Since you are the Rector of Madonna della Strada Chapel, I kindly request your delegation and permission that I may preside at this wedding and that this wedding be celebrated at Madonna della Strada Chapel.

Also, I agree to work with the bride and groom to insure that all necessary Archdiocese of Chicago marriage guidelines are followed.

I also agree that I will submit all necessary paperwork either to the wedding administrative assistant at Loyola University Chicago or to my Chancery for forwarding to the Archdiocese of Chicago at least three months prior to the wedding.

I also agree that I must follow all attached policies established by Loyola University Chicago. These policies include liturgical practice and facility usage. I can also view these policies at [www.luc.edu/media/lucedu/mdsweddings/pdfs/luc\\_wedding\\_packet.pdf](http://www.luc.edu/media/lucedu/mdsweddings/pdfs/luc_wedding_packet.pdf).

Thank you for your assistance. I appreciate your attentiveness to this matter.

Sincerely:

\_\_\_\_\_  
*(Sign above)*

\_\_\_\_\_  
*(Date)*

Print Name \_\_\_\_\_

Print Address \_\_\_\_\_

Print phone \_\_\_\_\_

Print e-mail \_\_\_\_\_

Print diocese/religious order \_\_\_\_\_

Kindly return this form via e-mail to: [mds@luc.edu](mailto:mds@luc.edu).

You may also mail this letter to:

Meg Hogan (MDS Weddings)  
1032 W. Sheridan Road – Damen 217  
Chicago, IL 60660

Should you have any questions please call 773.508.8045 or e-mail [mds@luc.edu](mailto:mds@luc.edu)