

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

Date _____

Dear Pastor or Pastoral Administrator of Saint Ignatius Church, 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 the Madonna della Strada Chapel is located within your parish boundaries, 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 to the wedding administrative assistant at Loyola University Chicago at least two months prior to the wedding. I understand that the wedding administrative assistant at Loyola University Chicago will submit the information to the archdiocese. Upon approval, the administrative assistant at Loyola University Chicago will send the information to Saint Ignatius and also keep a copy of the entire wedding file at Loyola University Chicago.

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.

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.

You may also mail this letter to:

Beverly McLaughlin (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