
Guidelines for Marriages in the Chapels

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University Chapels

St Salvator's Chapel

St. Salvator's is the large Chapel on North Street and it seats approximately 180 in the nave with an additional 110 in the ante-Chapel. The pews face each other across the Chapel in collegiate style in the nave, with chairs facing forward in the ante-Chapel, behind a decorative screen. The Chapel is equipped with wheelchair access and an induction loop.

St Leonard's Chapel

St Leonard's Chapel is situated within the grounds of St Leonard's School and is much smaller and more intimate, seating approximately 50. It is built in traditional mediaeval style and here, too, the pews face each other across the Chapel in collegiate style. It is particularly suitable for weddings where there are only a few guests. Wheelchair access is fairly easy.

Eligibility

Only those with a University or a Local Connection may marry in the University Chapels.

University Connection

Either the bride or the bridegroom must be a current member of staff or a student or a graduate of the University of St Andrews, or a child, grandchild or a sibling of a member of staff or student or graduate. Occasionally wider access is allowed, but normally there must be a clear University connection.

Local & St Leonard's School Connection

Permission is given for local people to marry in St Salvator's or St Leonard's Chapels. Anyone with a post code beginning with KY16 is eligible to use the chapels but they must provide their own minister or priest.

Those at or who have been at St. Leonard's School may also use St. Leonard's Chapel or occasionally St. Salvator's Chapel, again providing their own minister or priest.

Please note that the University Chaplain only conducts weddings with a university connection.



Guidelines for Religious denominations using the Chapels

The Religious Council of the University passed the following resolution:

"The Council agreed that only denominations who were members of, associates of, or in agreement with the aims of the World Council of Churches might be granted the use of the Chapels for services."

In practice, most mainstream Christian denominations do fall within these guidelines. Again, if you have any doubts, please telephone the Chaplaincy secretary for advice.

Availability of the Chapels

Always check availability on the website and / or with the Chaplaincy secretaries before deciding on your date and time. You are welcome to call and reserve your preferred slot and this can be held for 4 weeks.

Restricted Availability:

There are some restricted periods in the year when weddings are discouraged in St. Salvator's, most usually due to examinations taking place in Upper & Lower College Halls. These periods are as follows:

St Salvator's Chapel:

January	Middle 2 weeks (exams in surrounding buildings)
April	Kate Kennedy Procession, 2nd or 3rd Saturday
May	Last 2 weeks (exams in surrounding buildings, includes the middle Saturday in each case)
June	Graduation 3rd or 4th week in June, but the Saturday is fine
August / September	Weekdays during exam re-sit diet, usually the end of August and the first week of September

St Salvator's Chapel & St Leonard's Chapel:

Christmas Eve – after the New Year Holiday	No weddings are possible as the University is closed during this time
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Events to be aware of:

Lamas Fair - around 2nd week of August the Lammas Fair is in town meaning access and accommodation can be very difficult.

Graduation - around 3rd or 4th week of June Graduation ceremonies take place for about 1000 people and they nearly all bring guests, making accommodation less readily available.

Golf Tournaments - In addition, there are also occasional accommodation problems linked to golf tournaments e.g. the British Golf Open (The Dunhill held annually in October rarely causes any problems)

Booking your wedding

A provisional booking may be made by telephone which can be confirmed by sending a completed booking form and paying a non-refundable deposit. The deposit can be paid by enclosing a cheque with the booking form or made via the University's Online Shop. Please note that wedding fees include all janitorial services, light, heat, minister (if University Chaplain or Honorary Chaplains), organist (if University Organist), administration and VAT. For costs please see the price list. The booking form can be downloaded from the website.



Once a provisional booking has been made it can only be held for 4 weeks. If you change your mind please cancel the provisional booking.

Please note that we allow 90 minutes from the beginning of one wedding to the beginning of the next. This is normally ample time but if you require the Chapel for longer it is vital that you let the Chaplaincy know at the time of booking. If you do not mention this when booking other couples may be allotted times 90 minutes either side of your booked time. Weddings are expected to last no more than 45 minutes.

Written confirmation of your booking will be returned, usually within 3 weeks of you sending in the form (occasionally there are delays in term time, due to high work load, or in holiday periods). If you are at all worried please contact the Chaplaincy by telephone (01334 462866).

Rehearsals

Whenever possible it is helpful if rehearsals finish by 5pm as janitors go off duty. 30 minutes is allocated for each rehearsal and if more time is required it must be requested. Please be on time, as the Chapel may be booked for other rehearsals or events.

Wedding Punctuality

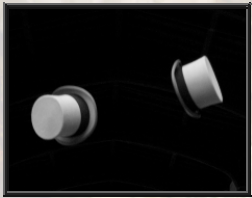
As another wedding may follow yours, your wedding service must begin on time. If the service is for any reason running late, the service must finish no more than 45 minutes from the time the next wedding is scheduled to begin and this may result in your ceremony being drastically shortened. This allows the Chapel to be prepared for the following wedding.

Please be aware that if your wedding begins more than half an hour late and there is a University Choir, members of the Choir may have to leave due to prior engagements and no refund can be given. If members of the Choir are able to stay and perform an additional fee of £120.00 will be incurred.

Minister Officiating

The University Chaplain is happy to officiate at weddings of those with a University connection. He is also happy to be of any assistance and offer advice to any couple. Please note that he may not be available during parts of vacations, in which case he will ask an Honorary Chaplain or a local minister to take the service after consulting with you.

You are also very welcome to make arrangements with your own minister. If you do, please include full details on the booking form, as this information is often checked with us by the Fife Council Registrar. If the minister is not from the UK, it is vital that you take advice from the Registrar. There are certain legal conditions which must be fulfilled before an overseas minister may conduct a wedding in Scotland.



Marriage Notice & Registration

Each party to the wedding should complete a marriage notice (obtainable from any Registrar in Scotland) which should be submitted, together with birth certificates, to:

The Registrar, St Mary's Place, St Andrews, KY16 9UY
Tel: 08451 55 55 55 Ext. 45 06 72

Forms can also be downloaded from – www.gro-scotland.gov.uk This application must be submitted not more than 3 months and at least 15 days in advance for UK residents but it is better to give it in at least four weeks before the date of the wedding. The Registrar will arrange to issue a Marriage Schedule a few days in advance, and this must be handed over to the officiating minister on the wedding day before the service begins. *If there is no Marriage Schedule, the wedding cannot go ahead.*

After the wedding, the signed Schedule must then be returned to the Registrar within three days for the registration of the marriage. The most usual practice is for the best man or another nominated relative to take it to the Registrar's office within the allotted time or place it in the letterbox.

Where both parties live outside Scotland, or where one is not a British subject, or where one is divorced or widowed, it is essential to contact the Registrar in St Andrews as soon as possible to clarify what legal requirements may need to be satisfied. If you have any questions please ask the Registrar.

Bells

St Salvator's Chapel has 6 bells. There is a possibility that these can be rung for your wedding, although it depends upon the availability of bell ringers. Please see price list for costs.

If your wedding falls within University term-time bell ringers are fairly easy to obtain from the student population but during holiday periods this can more difficult. The bell ringers are entitled to a fee, part of which goes towards the maintenance of the bells. Please note there are no bells at St Leonard's Chapel. Contact by email: bellringers@st-andrews.ac.uk

To celebrate the 600th Anniversary of the University 4 new bells were added in September 2010, giving a total of 6 bells. Information about the Dedication of Bells is available at <http://www.st-andrews.ac.uk/600/news/archive/Title,69428,en.html>

Flowers

Normally the services of a florist are employed to arrange flowers but you are very welcome to ask a friend. Whoever is used, it must be emphasised that the flowers must be removed from the Chapel as soon as possible after the service, especially if another wedding is to follow soon after.

If you are happy to share flowers with others being married on the same day, please indicate on the booking form. Closer to your wedding please contact the Chaplaincy secretaries and they will provide you with contact details for others being married on the same day also willing to share flowers. You must conduct your own negotiations with others sharing flowers. You may not put flowers into the Chapel before another wedding if that couple are not willing to share.

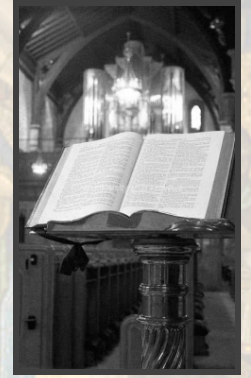
To arrange access to the Chapels for flowers to be delivered please contact the Senior Janitor:

St Salvator's Chapel
Mr John McLelland
Tel: 01334 463985

St Leonard's Chapel
Mr Andy Cunningham
Tel: 01334 462853

Order of Service

The Chaplain normally uses the Church of Scotland order of service and occasionally an Australian order of service from 'The Uniting Church in Australia' if you would prefer that another order of service be used (e.g. an Anglican one) please discuss with the Chaplain. If you are providing your own minister please discuss with him/her the order of service to be used.



Scripture Suggestions

One or more passage of scripture should be read during the service. Many couples like to choose one scripture reading and a poem (you should check the latter with the officiating Chaplain or Minister).

Old Testament

Genesis 1: 26 - 31a

Genesis 2: 15, 18 - 25

Ruth 1:16-17

Ecclesiastes 4: 9-12

Song of Songs/ Solomon 2:10-13, 8: 6-7

Male & female he created them

A man cleaves to his wife and they become one

Entreat me not to leave you

Two are better than one

Many waters cannot quench love

New Testament

Matthew 5: 1-10

Mark 10: 6-7

John 2: 1-11

John 15: 9-12

Romans 12: 1-2, 9-13

1 Corinthians 13: 1-13 or 13: 4-8a, 13

Ephesians 3: 14-21

Ephesians 5: 1-2, 21-33

Philippians 1: 9-11

Colossians 3: 12-17

1 John 4: 7-16

The Beatitudes

The two become one

Jesus' presence at a marriage

This I command you, to love one another

Let love be genuine

Love is patient and kind

The Father, from whom every family is named

Live in love as Christ loves you.

May your love grow ever richer

Love which binds everything together.

Let us love one another, for love is of God

Hymn Suggestions

Hymns, songs and music should be chosen to express praise and thanksgiving to God, and to celebrate God's love for us, our love for God, our love for one another, the love of husband and wife. Hymn Books can be provided. Copyright is required if the hymn is within an author's lifetime or 70 years of his/her death. Please include '© <author's name>' and our licence number 'CCL 55085' in your order of service.

All things bright and beautiful

Bind us together ©

Come down O love divine

Father hear the prayer we offer

For the beauty of the earth

Guide me O thou great Jehovah

Immortal, invisible, God only wise

Lead us, heavenly Father, lead us

Lord of all hopefulness

Love divine, all loves excelling

Make me a channel of your peace

Morning has broken ©

We come, dear Lord, to celebrate: *Tune – 'Dear Lord & Father of Mankind'©*

May the mind of Christ my Saviour

Now thank we all our God

O Father all creating

O praise ye the Lord

O Perfect Love, all human thought

One more step along the world I go ©

Praise my soul, the King of heaven

The King of love my shepherd is

The Lord's my shepherd

Thine be the glory

We sing a love that sets all people free



Music & Choirs

Music:

Both University chapels contain very fine pipe organs which provide wonderful music for weddings. As well as leading the hymns, the organ provides music at several important points before, during and after the service:

Before the service (*as guests arrive for the service, the organ can provide background music*)
Entrance of the bride
Signing of the register
Recessional

Examples of suitable organ music for the service are available [online](#). Once you have made your choices (which need not be limited to the works listed on the website) please email them to the University Organist. Where possible, please make contact with him at least 3 months in advance of your wedding. At the entrance of the bride and at during the recessional, it is inadvisable for music to be provided by a recording or any instrument other than the organ. This is because the sound of the organ is ideally suited to a processional mood. However, during the signing of the register, music can, if wished, be provided by a choir, a solo singer or by instruments other than the organ. Please see the section entitled 'Instrumentalists and Soloists' below for details.

Your wedding fee includes the services of an Organist provided by the University. All arrangements for music at the service should be made through the University Organist:

Tom Wilkinson BA (Oxon), FRCO
Email: taw21@st-andrews.ac.uk
Tel: 01334 462237 (9am – 5pm Tuesday – Friday)

The University Organist is always happy to discuss or suggest music. Please contact him, where possible, at least 3 months in advance of your wedding.

If you wish to bring your own organist, please bear in mind that you must obtain the permission of the University Organist first. This is because the organs in both Chapels are very valuable and must only be played by those who can satisfy the University Organist of their level of competence.

Choirs:

A Choir can make your wedding service an even more memorable occasion. As well as leading the congregation through the hymns, they can sing during the Signing of the Register. The University Organist will always do his best to accommodate requests for choirs. Please see price list for costs. If your wedding is during the period January – September, please, if possible, contact the Organist before 31st October in the preceding year. If your wedding lies in the months October – December, please, if possible, make your request before 31st May.

Pipers:

Please be aware that while the piper is playing the organist will refrain from playing in order that there is no 'clash of sound'.

Instrumentalists & Soloists:

You are welcome to provide your own instrumentalist / soloist to play during the Signing of the Register or during the ceremony. If they require a rehearsal in the Chapel and if you would like the University Organist to accompany them, this may incur a charge - please see the Price List for details. The Organist is also happy to book solo instrumentalists, where possible. In all circumstances, please contact the University Organist well in advance. It is especially important that, if the Organist is required to accompany a soloist, the sheet music in the appropriate key is received not less than one month in advance.

Recording Fees:

You must consult the University Organist if a video or audio recording is to be made, as they are entitled to a fee for recordings of performances of the music on the day. This fee can be paid [online](#). Please see the Wedding Price List for details.

Instrumentalists & Soloists:

You are welcome to provide your own instrumentalist / soloist to play during the Signing of the Register or during the ceremony. If they require a rehearsal in the Chapel and if you would like the University Organist to accompany them, this may incur a charge - please see the Price List for details. The Organist is also happy to book solo instrumentalists, where possible. In all circumstances, please contact the University Organist well in advance. It is especially important that, if the Organist is required to accompany a soloist, the sheet music in the appropriate key is received not less than one month in advance. Ideally soloists should practice with the organist several days / hours before the wedding, especially if there is a wedding immediately prior to yours.



Photography:

Photographs may be taken inside the Chapels only at the discretion of the officiating Chaplain or minister, who should be consulted well in advance.

The current University Chaplain strongly advises against photographs or recordings taken by wedding guests during the actual service itself, as this can be very off-putting for all concerned. The official photographer is welcome to take some photographs during the service from the balcony at the rear of the Chapel without using flash. He/she may take photographs during the hymns and if the camera has a quiet action, he/she may also take a few photographs during the service and also during the signing of the marriage schedule. All guests as well as the photographer are welcome to take photographs with flash as the couple process down the aisle at the end of the service.

Whilst on the balcony, photographers are not permitted to take photographs of the organ or organist. Also, please ask permission well in advance if you would like to take pictures of the choir as their permission will need to be obtained.

Please ensure the photographer is aware of the time constraints if using the St Salvator's Quad Lawn for photographs, as detailed at the bottom of this page.

In addition for photography...

It is possible to use St Mary's College Quad & Gardens off South Street. Bookings must be made because the grounds of St Mary's are frequently used by parties other than weddings. Bookings are made in advance with St Mary's College Office. You can contact St. Mary's College Office on 01334 462850 or email: divinity@st.andrews.ac.uk

Also, if you are due to be using Lower and Upper College Hall for your reception and there is a wedding following your one, then you must move down to the Lower lawn 15 minutes after the next wedding is due to start, and use the entrance into Lower College Hall from that lawn. Once any wedding following your own have cleared away from the quadrangle, you are welcome to use that space again.

Recordings: Video and Audio

If you wish to make an audio or video recording of the service, you must obtain the permission of the officiating minister and the organist well in advance. Video recordings are subject to copyright law. If the current University Chaplain is conducting the service, a video recording may only be made from the balcony at the back of the Chapel. If a video or audio recording is to be made, the organist and choir are entitled to a fee for recordings of their performance of the music on the day. Please see price list for cost.

Please be aware that copyright permission is required for all hymns while the author is still alive or within 70 years of the author's death. This music is covered by the Chaplaincy licence and this number should be quoted on your order of service: Please include '© <author's name>' followed by the licence number 'CCL 55085' in your order of service. Occasionally a hymn may fall outside our licence in which case the couple are responsible for obtaining copyright permissions.

For both Photography and Video Recordings:

Once outside the Chapel, St Salvator's Quad has no restrictions on photography/video recording apart from timing. However, the area surrounding St Leonard's Chapel is part of a public school and the school authority technically has the right to charge for using their grounds for photographs, although in practice they do not do so. If another wedding is due to follow yours in St. Salvator's Chapel you should be clear of St Salvator's Quad 15 mins *after* the next wedding is due to start, an estimated 1 hours 45 minutes from the start of your own wedding.



Candles

St Salvator's Chapel

Use of candles is only permitted on the Communion Table or properly secured within a flower display near the Table. No candles are permitted on window ledges.

St Leonard's Chapel

St Leonard's can be lit by candlelight and wax candles are in wall-sconces and three central chandeliers. Lighting the chapel by candlelight is particularly suited to late afternoon winter weddings, but are generally lit for all weddings.

Confetti

On no account should confetti be used at either Chapel or on University property or in St Leonard's School property; this also applies to rice and similar items. Please make this rule clear to your guests.



Parking

It is our normal practice to cone off an area immediately outside St Salvator's Chapel for the bridal car. There is a 'pay and display' Parking Scheme in operation in the rest of the town centre, with a maximum of 2 hours allowed; parking may be available on other roads but spaces do tend to fill quickly in the summer as St Andrews is also a popular tourist centre. There is a free car park at Petherum Bridge but this is a 10-15 minute walk from either Chapel. Special arrangements can be made for disabled guests – please ask the Chaplaincy secretaries for advice.

Disabled Parking

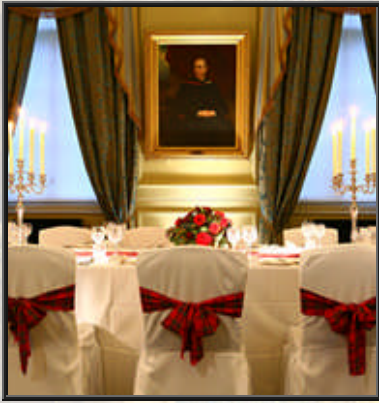
There are on street disabled parking bays across from Chapel however we cannot guarantee that these will be free. We recommend that disabled guests are dropped off at the Chapel doors and the driver then goes to park. *If you have guests who require wheelchair access to Chapel please make the chaplaincy secretaries aware so that arrangements can be made for access. St Salvator's Chapel has a ramp from the North Street entrance and a ramp into the main chapel. St Leonard's Chapel has a 4" step to be negotiated.* If you have particular Disability Parking issues please contact the Chaplaincy direct for assistance and guidance

Special notes concerning parking at St Leonard's Chapel

Although St Leonard's Chapel belongs to the University, the immediate ground around it is part of a school. It does not allow vehicles into that immediate area *apart from the bridal car*. Your guests may park their cars on The Pends, the road running down to the harbour, with a short walk to the Chapel. On no account must they park in the lane leading to the Chapel.

Buses

If you intend to use a bus to transport guests to the reception, the bus must not be parked in front of St. Salvator's Chapel if there is another wedding following yours. Please check timings with the Chaplaincy.



University Receptions

The University boasts two historic venues for wedding receptions. Lower and Upper College Halls, lies immediately across the Quad from St Salvator's Chapel and the historic venue of Parliament Hall, once home to the Scottish Parliament and featuring a grand oak panelled interior. For more information please visit www.discoverstandrews.com or contact the Hospitality Manager Cath Dyce:

University of St Andrews
Butts Wynd
North Street
St Andrews
KY16 9AL
Tel 01334 462507
Email: hospitality@st-andrews.ac.uk

It is the availability of both a Chapel and a venue for your reception (whether University or not) which finally decides the date of your wedding. Early enquiry for receptions is advisable, as dates are often booked months in advance.

December 2011