DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1730.3A
17/Chaplains
29 NOV 2007

USNA INSTRUCTION 1730.3A

From: Superintendent

Subj: NAVAL ACADEMY CHAPEL WEDDINGS

Encl: (1) Application for a Wedding Ceremony

1. Purpose. To provide the overarching policy for conducting weddings in the United States Naval Academy (USNA) Chapels.

2. Cancellation. USNAINST 1730.3

3. Background. The Naval Academy Chapels, including our Main Chapel, St. Andrew's Chapel, and Commodore Uriah P. Levy Center and Jewish Chapel, are historically and aesthetically unique as worship buildings in the armed forces. The Naval Academy supports each chapel's full utilization in support of its moral mission. Our chapels serve the needs of the Brigade of Midshipmen, the active duty military and civilian staff assigned to USNA, and active members of the Chapel Congregations.

The Naval Academy Command Religious Program gives priority to the religious needs of midshipmen. Religious services for the midshipmen shall be given priority over any other use of a chapel.

4. Discussion. The Senior Chaplain is the Superintendent's authorized representative in the planning, implementation and supervision of the religious ministries program. The Senior Chaplain is charged with overall responsibility for scheduling the use of the Naval Academy Chapels including religious services.

Chaplains assigned to the Naval Academy shall typically officiate at regularly scheduled weekly religious services. Special services, such as weddings, will be regularly officiated by Chaplains and clergy invited and approved by the Naval Academy. While performing wedding ceremonies is a duty of assigned Naval Academy Chaplains, it is only one of many duties assigned. Naval Academy Chaplains are fully committed to their regular duties to the Brigade, faculty and staff. It is unreasonable for them to substantially divert their limited resource of time from the very constituents they are called to serve. Therefore, in order to meet the demand for wedding ceremonies performed at Naval Academy Chapels, it is necessary to develop a cadre of local ministers/clergy to support wedding ceremonies. This cadre is to be identified, trained, indoctrinated, and remunerated as appropriate. A list of these trained and authorized clergy is maintained by the Chaplain Center.

Christian weddings are celebrated in the Main Chapel by duly ordained and endorsed Christian Chaplains or clergy. The Levy Chapel is restricted to Jewish weddings celebrated by duly ordained and endorsed Rabbis.

When clergy are related to the family for whom the service is being provided, or for additional reasons approved by the Senior Chaplain, they may be invited to officiate. All clergy participating in services at the Naval Academy shall receive training prior to officiating services. Additionally, in all such cases, a representative of the Naval Academy shall exercise control over all aspects of the ceremony except for the religious content. All clergy must complete the wedding service within the allotted 30 minute window to preclude impacting subsequent ceremonies. All fees associated with civilian clergy are the responsibility of the couple and remuneration must be made directly by them.

5. Eligibility. The following persons are eligible for use of the Naval Academy Chapels for weddings:

a. Primary Group. The following can confirm a date 12 months in advance of the wedding. They are listed in order of priority.

(1) All Naval Academy alumni.

(2) All active duty military personnel currently assigned to the Naval Academy; Naval Support Activity, Annapolis; and Naval Medical Clinic, Annapolis; and their children residing with them.

(3) All faculty and staff (GS and FWS) currently assigned to the Naval Academy; Naval Support Activity, Annapolis; and Naval Medical Clinic, Annapolis; and their children residing with them.

b. Secondary Group. Current active USNA Chapel Congregants, as defined by the Chaplain of their respective community, can confirm a date nine months in advance of the wedding. Prior to this they can be pre-empted by the Primary Group.

c. Renewal of Vows. The following group can confirm a date six months in advance for renewal of wedding vows.

(1) Based on the same priority of groups listed in 4a and 4b above, personnel who were originally married at one of the Naval Academy Chapels are permitted to submit a one-time request for renewal of wedding vows at or after their 25th wedding anniversary.

(2) This group can be preempted by Primary and Secondary groups up to six months prior to the date requested.

d. Delegation. The Senior Chaplain is delegated the authority to grant any exception to the eligibility requirements, keeping the Superintendent informed.

6. Procedures

a. Requests for use of a Naval Academy Chapel for weddings shall be made on the United States Naval Academy Wedding Application Form provided by the Chaplain Center. Reservations shall be considered firm only when an approved Wedding Application Form is on file with the Wedding Coordinator and a signed letter is returned to the applicant confirming the date and time. Cancellations must be made in writing.

b. The couple shall present a valid State of Maryland wedding license, prior to the wedding, to be signed by the officiating clergy. If the couple has already been married to their current spouse in either a Civil or Religious ceremony, they cannot be remarried (have a second wedding ceremony) in any Naval Academy Chapel. Therefore, prior to the wedding ceremony they must present to the Chaplain or clergy an unsigned wedding license.

c. Eligibility for use of a Naval Academy Chapel does not obligate a Naval Academy Chaplain to officiate at the service. Chaplains officiate in accordance with the dictates of their respective faith group. If a Chaplain is not available to perform the ceremony, the couple is responsible to procure and remunerate an approved clergy on their own.

d. The Command Religious Program shall not be responsible for preparing, ordering, or printing programs or bulletins for weddings or any other special Chapel event other than regularly scheduled religious services.

e. Couples will contact the USNA Music Department at 410-293-1257 if they intend to include music in their wedding service and will directly remunerate the musician.

f. The wedding couple must provide evidence of pre-marriage counseling to the Wedding Coordinator prior to the wedding. This pre-marriage counseling should meet the faith group requirements of the Chaplain or clergy performing the ceremony. This requirement does not obligate the Naval Academy Chaplains to provide the pre-marriage counseling.

g. Weddings are considered to be religious sacraments, rites or ceremonies. No civil ceremonies will be conducted in USNA Chapels.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

PRIVACY ACT STATEMENT
AUTHORITY: 5 USC 301, Executive Order 9397
PURPOSE: To compile information that will enable chaplains to identify eligibility of couples requesting a wedding at the Naval Academy. To act in liaison with the Archdiocese for the Military Services and other church agencies, completing any forms required by them for official purposes only.
USES: To plan a wedding service best suited to the needs and desires of eligible applicants and to assist in the completion of official records required by church agencies and offices for official purposes only.
DISCLOSURE: Disclosure of information provided will be used to complete records required by church agencies.

APPLICATION FOR A WEDDING CEREMONY

UNITED STATES NAVAL ACADEMY

Groom: _____ **Bride:** _____

1. Eligibility:

In order to determine the basis of your eligibility for a wedding ceremony at one of the Naval Academy Chapels, **you, as the bride or groom,** must be eligible according to one of the following categories.

I REQUEST TO RESERVE A DATE FOR MY WEDDING AT THE CHAPEL. I UNDERSTAND THAT MY REQUESTED DATE WILL BE CONFIRMED 12 MONTHS PRIOR TO THE WEDDING. I AM IDENTIFYING ALL APPLICABLE CATEGORIES AND UNDERSTAND THAT THESE ARE IN ORDER OF PRIORITY:

_____ I am a Naval Academy alumni, Class of _____.

Current status: _____ Active Duty _____ Reservist _____ Retiree _____ Civilian

_____ I am an active duty military service member, currently assigned to the Naval Academy; Naval Support Activity, Annapolis; or Naval Medical Clinic, Annapolis; or a son or daughter of the above residing with my parents.

_____ I am an active faculty or staff member (GS and FWS), currently assigned to the Naval Academy; Naval Support Activity, Annapolis; or Naval Medical Clinic, Annapolis; or a son or daughter of the above residing with my parents.

I REQUEST TO RESERVE A DATE FOR MY WEDDING AT THE CHAPEL. I UNDERSTAND THAT MY REQUESTED DATE WILL BE CONFIRMED NINE (9) MONTHS PRIOR TO THE WEDDING.

_____ I am a current active congregant of the USNA chapel community as defined by my respective USNA chaplain, or a son or daughter of the above residing with my parents.

2. Please confirm the following with your initials:

_____ I understand that if I am already married to my current spouse in either a CIVIL or a RELIGIOUS ceremony, I cannot be remarried (have a second wedding ceremony) in an Academy Chapel.

_____ I understand that prior to my wedding ceremony I must present to the Chaplain or clergy an unsigned wedding license.

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Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

_____ I understand that failure to present to the clergy an unsigned wedding license will result in the immediate cancellation of the ceremony.
_____ I understand that if I am a divorced Roman Catholic, I must have an ecclesiastical annulment in hand before my wedding ceremony can be scheduled.
_____ I understand that if I am a previously married Jew, I must have a Get in hand before a wedding ceremony can be scheduled.

3. **Preferred Religious Ceremony**: Pick only one.

_____ Roman Catholic _____ Protestant

_____ Jewish _____ Other (Specify: _____)

4. **Preferred Venue for the Ceremony:** Pick only one.

_____ Main Chapel (Christian ceremony, seats 2500)

_____ St. Andrew's Chapel (Christian ceremony, seats 125)

_____ Miller Chapel (Jewish ceremony, seats 450)

5. **Preferred Dates and Times for the ceremony:**

Wedding ceremonies are limited to 30 minutes and are held only on approved Saturdays. Approved wedding times are generally: 1200, 1300, 1400, 1500, 1600, 1700.

Preferred Date	Preferred Time
1st Choice _____	1st Choice _____
2nd Choice _____	2nd Choice _____
3rd Choice _____	3rd Choice _____

6. **Wedding Fees:**

There is no charge for the use of any of the Naval Academy Chapels. Fees for civilian clergy, music, soloists, etc. are the responsibility of the wedding couple and must be paid directly by them to the provider.

7. **Point of Contact for several months after the wedding:**

Please give us a future point of contact for the first six months following your wedding.

Name:_____ Relationship: _____

Address:_____

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SAMPLE

City: _____ State: _____ Zip: _____

Telephone: (Area Code) _____

8. Cancellation or change policy:

I understand that if I must cancel or change the date/time of our wedding at the Academy, I am obligated to notify the Wedding Coordinator in writing (e-mail, fax or letter) as soon as possible:

Telephone: 410-293-1105 or e-mail: maccallu@usna.edu
Fax: 410-293-4809

Please send letters to:

Wedding Coordinator
Chaplain Center
United States Naval Academy
101 Cooper Road
Annapolis, MD 21402-1305

Print your name:_____

Signature: _____ **Date:** _____

SAMPLE

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Groom		Bride
	Name	
	Rank	
	Branch of Service	
	Current Duty Station	
	Planned Rotation Date from this Duty Station	
	Current Residential Street Address	
	City, State, ZIP	
	Primary Address for USNA Correspondence	
	Home Phone	
	Work Phone	
	Cell Phone	
	E-Mail(s)	
	Faith Denomination	
	Baptized?	
	Confirmed?	
	Name and place of house of worship you regularly attend	
	City or town	
	State	
	Pastor's Name	
	Are you Single or Divorced?	
	Date of birth	
	Parent's Home Phone	

PHONE NUMBER THE WEEK OF THE WEDDING:_____

Date of Formal Engagement: _____

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SAMPLE