



*BAPTISMS
(NAMING CEREMONIES)
Birks Heritage Chapel
McGill University*



*The William and Henry Birks Building
3520 University Street
Montreal, Quebec
H3A 2A7
Telephone: (514) 398-4121
Fax: (514) 398-6665
Chapel Coordinator office hours: Wednesday, 9:00-5:00*



Birks Heritage Chapel – 2nd floor, William and Henry Birks Building, McGill University



The Birks Heritage Chapel is located in the William and Henry Birks Building, 3520 University Street, 2nd floor. Permission may be given by the Dean of the Chapel for religious services, weddings, baptism/naming ceremonies, and memorial services to members of the University community. It should be noted that the Chapel is dedicated for Christian worship, but it may also be used by people of other faiths within the McGill community.

The contact for the Chapel is chapel.rel@mcgill.ca.

BAPTISMS/NAMING CEREMONIES IN THE CHAPEL

The Birks Heritage Chapel is available to the McGill University community only; that is, faculty, students, alumni, staff members, and members of the McGill teaching hospitals. Where either of the parties is a member of a local church, its minister/priest should be consulted; he/she may be prepared to conduct the baptism/naming ceremony in the Chapel. For persons who do not have a community of worship in Montreal, the McGill University Chaplains may be asked to perform the service. A suggested list of Christian and Non-Christian ministers is attached.

1. APPLICATION

- (a) Bookings should be made as far in advance as possible, especially in the summer. *Tentative bookings will be held for a maximum of four (4) weeks only.* Please confirm your booking with the Chapel Coordinator. Office hours are on Wednesdays, 9:00–5:00.
- (b) The completed ‘**internal McGill University form**’ (see pg. 7), payment of the chapel fee, and all other required documents must be submitted to the Chapel Coordinator, (chapel.rel@mcgill.ca), 3520 University Street, room 102, as soon as possible together with the fees; or e-mailed to: chapel.rel@mcgill.ca.

If the baptism (naming ceremony) is cancelled for whatever reason, and the forms and cheque have been sent and the chapel booked, there will be a Cancellation Administration Fee of \$100.00

For baptisms/naming ceremonies, a commemorative letter of the baptism celebration at the Birks Heritage Chapel, will be issued. *This is not a legal document*, however.

When returning the ‘Application for a Baptism to be Celebrated in the Birks Heritage Chapel’ form, **kindly enclose** copy(ies) of ‘**Proof of Existence**’, e.g. Birth Certificate, passport, etc., **and** a copy of your McGill diploma or student card, etc., to show your connection with McGill University.

BASIC COST FOR THE USE OF THE CHAPEL:

Current McGill Students (part-time or full-time)	\$250.00 (Chapel and custodian fees) + <u>taxes</u>
Others	\$450.00 (Chapel and custodian fees) + <u>taxes</u>

Fees other than the Basic costs for the use of the Chapel are detailed in **Appendix A**.

Please make **cheques (money order) payable to: ‘McGILL UNIVERSITY – Religious Studies’**

2. TIME

Baptisms can be celebrated in the Chapel **only** when the building is not in use for academic purposes. During the academic session (September to April inclusive—fall and winter classes; and May to July inclusive—summer classes) this normally restricts the use of the Chapel to Saturdays and Sundays after 2 p.m.

3. AMENITIES

Photographers are allowed; however, we suggest you discuss arrangements with the officiating minister.

Flowers may be placed on the table, altar, or on one or two of the wooden flower stands that are available, but **Chapel furnishings may not be moved or removed.**

It is forbidden to nail, tack or tape anything to the wood or the floors. Sticky tack (easy to apply and remove) may be used. If anything in the Chapel or the building is damaged you will be charged a ‘Damage Fee’ of \$200.

4. ROMAN CATHOLIC SERVICES

Families wishing to have their child/children baptised Roman Catholic at the Chapel, must contact the Newman Centre Chaplain. **Failure to do so will mean that the baptism will not be registered in any Catholic record book.** **There is a fee payable to the Newman Centre for the preparation of the Catholic register.** *For further information, please contact* the coordinator, Ms. Linda Diez at the Newman Centre, 3484 Peel Street, telephone (514) 398–4106, (514) 398–4107 or newmancentre@mail.mcgill.ca.

5. MINISTER

The name of the officiating minister must be specified on the application form.

- The contracting parties are responsible for discussing with the officiating minister all arrangements and his/her particular responsibilities.
- ***Please note:*** baptisms/naming ceremonies must start promptly, since other baptisms and/or weddings might be scheduled for the same day.

6. ORGAN

Should you decide to have organ music at your baptism/naming ceremony, the Birks Heritage Chapel Organist, Mr. Scott Bradford (B.Mus. (Toronto), M.Mus. (McGill)), ***must be contacted first.*** (He has the ‘right to first refusal’.) Mr. Bradford can be reached at (514) 768–2947 or via e-mail scott.bradford1@sympatico.ca. His fee is **\$150.00**, which is payable to him directly. (See Appendix B for more details.)

PIANO

A piano which is tuned on a regular basis is available for use. If you wish to have the piano tuned specifically for your event, this can be arranged for an additional fee of \$150.00 (plus taxes).

You may bring in your own *system (small) with speakers (if you wish to bring a CD or iPod).*

Alternate musicians (as a suggestion) can be hired through McGill’s Faculty of Music, Gig Office (514) 398–8157.

7. ARRANGEMENTS

You may view the Chapel Monday through Friday, between 9:00 a.m. and 5:00 p.m.; details of the service should be discussed with the officiating minister.

When approval has been given to the request for a baptism/naming ceremony in the Birks Heritage Chapel, the parties should discuss all further arrangements with the Chapel Coordinator, Deborah McSorley at 514–398–4121 or chapel.relg@mcgill.ca).

8. **HOURS**

The Building and Chapel will be open approximately **one (1) hour before** the ceremony and approximately **one (1) and half (1 ½) hours after** the ceremony (for example, if you wished to have a service at 12:00 p.m., then the use of the building/chapel would be between 11:00 a.m. and 1:30 p.m.).

9. **FAMILY ROOM**

The Senior Common Room (Room 100) is set aside for the use of the family during baptisms/naming ceremonies. This room is open at the same time that the building is available for the service. Please remember that the *officiating clergy is responsible for details of procedure, before, during and after the ceremony.*

Please also note that alcoholic beverages are not allowed in the building, but you may bring non-alcoholic beverages (water) and light snacks.

10. **PARKING**

We are not able to provide parking for Chapel events. Please contact the McGill University Parking Services at 514-398-4559 for information about fees and arrangements for parking on campus, if necessary.

11. **CAPACITY OF THE CHAPEL**

The Chapel holds approximately **150 people**. There are eleven (11) pews on both sides of the chapel, 2nd floor, which seat approximately 6 to 8 people each. There is also a balcony on the 3rd floor, which seats approximately 30 people.

12. **POSSIBLE RECEPTION LOCATIONS ON MCGILL UNIVERSITY CAMPUS:**

- Thomson House – 3650 McTavish Street - 514-398-3756
- Faculty Club - 3450 McTavish Street - 514-398-6660
- McCord Museum - 690 Sherbrooke Street West - 514-398-7100

For further information, please contact the Chapel Coordinator, tel. #: (514) 398-4121, fax #: (514) 398-6665, e-mail: chapel.relg@mcgill.ca, office hours: Wednesday, 9:00-5:00.

APPENDIX A

SUMMARY OF FEES:

The *Birks Heritage Chapel Fees* are to be paid in full to confirm your booking:

- | | |
|--|-------------------------|
| 1) McGill Students (registered part-time or full-time) | \$250.00 + TAXES |
| 2) McGill Employees, Alumni or hospital employees | \$450.00 + TAXES |

Additional Fees, if necessary:

- | | |
|--|--------------------------------------|
| ▪ Cancellation fee | \$100.00 + TAXES |
| ▪ Damages to the chapel and/or building | \$200.00 + TAXES |
| ▪ Birks Heritage Chapel Organist, Mr. Scott Bradford | \$150.00 (Paid directly to organist) |
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Additional Fee:

- | | |
|---|---------------------------------------|
| ▪ Officiating Minister / Designated Person / Notary | Fee to be discussed with clergy, etc. |
|---|---------------------------------------|

“Separate cheques are required for payments”:

- Payable for Chapel fees to – ‘McGILL UNIVERSITY, Religious Studies’
- Payment to Birks Heritage Chapel Organist – arrangement to be made with Mr. Scott Bradford
- Payment to officiant/minister – arrangement to be made with the officiant/minister
- For Roman Catholic baptisms, payable to the ‘Newman Centre’ for the preparation of Catholic services, plus an honorarium (to be discussed with the priest)

CHECKLIST OF DOCUMENTS / FORMS TO BE SENT:

- McGill University connection; (for example, copy of ID card, transcript, or diploma)
- Copy of the child’s (children’s) birth certificate(s)
- Completed copy of the internal baptismal/naming ceremony application form (pg. 7 this document)
- Cheque/money order, payable to: ‘McGill University – Religious Studies’



BIRKS HERITAGE CHAPEL
William & Henry Birks Building
3520 University Street, H3A 2A7
McGill University / Faculty of Religious
Studies

Internal baptism (naming ceremony) form.

(Please print in block letters)

DATE and TIME OF SERVICE:

CHILD/CHILDREN – FULL NAME(S):

PARENTS OF THE CHILD/CHILDREN:

Name: _____

Address: _____ Postal Code _____

Telephone (during the day): _____

McGILL UNIVERSITY CONNECTION

*(Please **attach copy** of student/staff I.D. card, copy of diploma and/or transcript.)*

OFFICIATING MINISTER:

Name: _____

Telephone (during the day): _____

BIRKS HERITAGE CHAPEL ORGANIST **Yes** **No**
(It would be necessary to contact him.)

USE OF PIANO: **Yes** **No**
Request for tuning (additional charge of \$150.00) **Yes** **No**

OTHER MUSICIANS **Yes** **No**
(If yes, please indicate if small chairs and music stands are needed and how many)

FEES (see Appendix A: to be paid at time of application) **Amount:** _____ **Paid** _____
(Chapel fees)

****THE FOLLOWING IS AVAILABLE FOR YOUR USE: (no additional cost)**

The chapel assistant would be able to help out with any or all of the requests before and after the service, if necessary.

- a) Microphone for readers in the Chapel, if needed:
Yes **No**

- b) Wireless microphone for officiant in the Chapel, if needed:
Yes **No**

- c) Wheelchair access and elevator are available (South side of the building near the driveway), if needed (for example, strollers):
Yes **No**

****THE FOLLOWING IS ALSO AVAILABLE FOR YOUR USE: (no additional cost)**

The chapel assistant would be able to help out with any or all of the requests before and after the service, if necessary.

- d) Sterling silver candlestick holders (approximately 18” high) and white candles (approximately 12” high) can be provided, if needed:



Yes No

- e) Sterling silver cross (approximately 18” high) can be provided, if needed:



Yes No

- f) Two wooden flower stands (approximately 2’ high and 8” in diameter on top), if needed:



Yes No

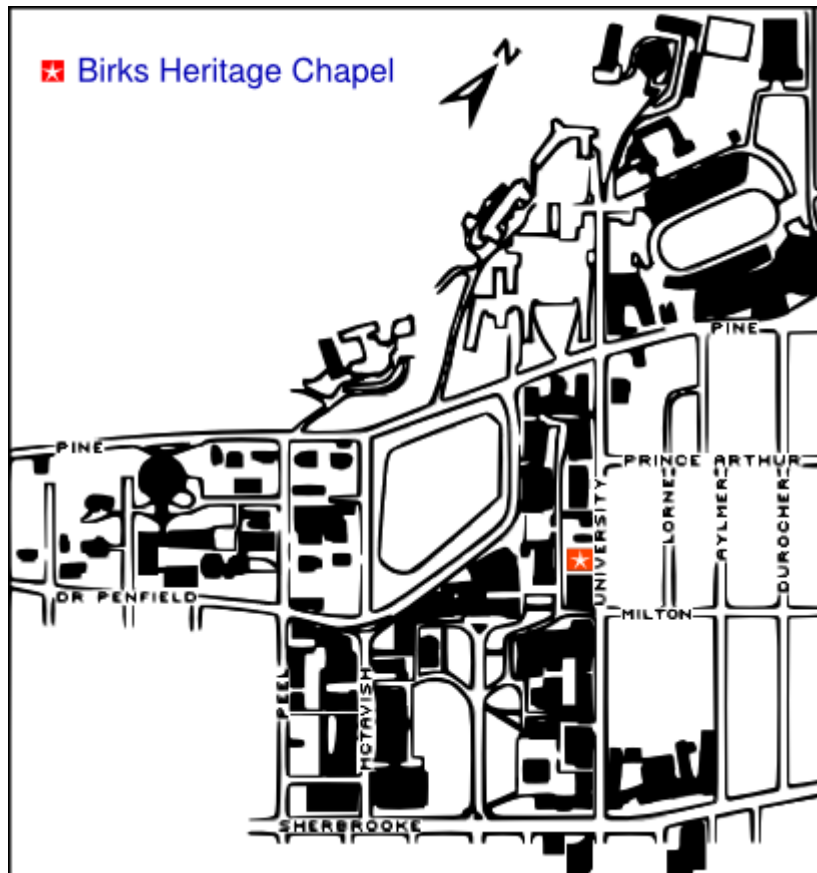
Other Special Instructions:

CHECKLIST OF REQUIRED DOCUMENTS

1. Proof of McGill University affiliation; copy of ID card, transcript, or diploma
2. Copy of birth certificate for the child/children
3. Completed copy of baptism/naming ceremony application form
4. Cheque/money order, payable to: '*McGill University – Religious Studies*' (re: chapel fee)

Birks Building (Campus Map)

3520 University Street
Montreal, Quebec H3A 2A7



William and Henry Birks Building



William and Henry Birks Building -- [McGill Archives](#)

The building was constructed in 1931 of many high quality materials. Stadacona limestone covers the exterior and lends the facade, with its elegant fenestration, a feeling of mass and stability. The interior contains oak panelling, plaster mouldings, wrought iron, stained glass windows, and carved wood and stone Biblical imagery such as the lamb, the true vine, the rose of the passion, the dove, and the pelican. Although there is much ornamentation throughout, it is not superfluous; it accents the function of the building which currently houses the Faculty of Religious Studies.

Two of the most interesting areas of the Birks' Building are the library, which is oak panelled and features pilasters on the walls, and the **Chapel** which **seats approximately 150 and spans two storeys**. Both rooms are well suited to their function. Each library window features a small stained glass emblem in its centre, yet still allows plenty of light to enter this working area. The chapel's height and narrowness give it a Gothic air. A large stained glass window of the Ascension dominates the west end and is accompanied by a series of smaller panels around the top of the nave. Because of these windows, only diffuse light enters this somewhat dim hall creating an aura of calm and serenity quite suitable to a Chapel.

The Birks' Building is one of McGill's finest and has served the University well during its 80 years.

A Suggested List of Officiating Ministers (Religious / Non-Religious):

*Rev. Douglas A. B. Stewart

Res.: (514) 488-2389

Bus.: (514) 634-7015

United Church of Canada (Christian)

*Rev. Arlen John Bonnar

Bus.: (514) 288-9245

St. James United Church (Christian)

*Rev. Ed Carruthers

Bus.: (514) 695-6248

Lakeside Heights Baptist Church (Christian)

*Rev. Jean-Daniel Williams
(*McGill University Ecumenical Protestant Chaplain*)

Bus.: (514) 398-4104

E-mail: jd.williams@umontreal.ca

United Church and Anglican Church of Canada (Christian)

(*McGill University Priest*)

Contact Newman Centre

Bus.: (514) 398-4106 / (514) 398-4107

E-mail: newmancentre@mail.mcgill.ca

Roman Catholic Church (Christian)

*Rev. Michel Boulanger

Tel. # (514) 892-0361

*Rev. Rolph Fernandes

Tel. # (514) 735-4030

E-mail: michel.boulanger@videotron.ca

Website:

<http://www.mariagesabrasouverts.com/en/>

(Spiritual and Christian)

*Rev. Jeffrey Barlow

Res.: (514) 300-0661

E-mail: jbarlow@videotron.ca

United Church of Canada (Christian)

*Rev. Heather Fraser-Fawcett

Res.: (514) 457-2522

Bus.: (514) 695-3031 / (514) 630-1512

E-mail: hfraserfawcett@bell.net

Lakeshore Unitarian Universalist Cong. (Spiritual)

***Abess:** Zengetsū Myōkyō, Osho

Tel #: (514) 842-3648

E-mail: info@enpuku-ji.org

Enpuku-ji (Zen Centre, Buddhism)

*Rev. Scott Hunter

Res: (514) 697-0651

E-mail: scottvalois@live.ca or

scottliz2008@sympatico.ca

United Church of Canada (Christian)

*Ann Beer (Lay Chaplain)

Res.: (514) 426-1204

Bus.: (514) 485-9933

Unitarian Church of Montreal (Spiritual)

Shoshanna Green (Lay Chaplain)

Res.: (514) 426-0843

Bus.: (514) 485-9933

E-mail: shoshannag@gmail.com

Unitarian Church of Montreal (Spiritual)

*Rev. Michel Gervais, BA, PhD.

Res: (450) 471-0321

E-mail: fsevmontreal@fsev.net

FSEV (Spiritual) (www.fsev.net)

*Mr. Frank Catalano – Notary

Tel. #: (514) 363-4130

E-mail: fcatalano.notaire@outlook.com
(Civil)

(Mention to Mr. Catalano – referred by:
Birks Heritage Chapel)

Lucille Marr

Res: (514) 286-0713

E-mail: lucille.marr@gmail.com

Mennonite Church Eastern Canada (Christian)

* *Bilingual*

Updated October 2014