

St. Patrick's Parish

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

Sacrament of Holy Matrimony Policies, Preparation Guidelines And Contracts



PARISH OFFICE

Paige A. Saleun, Wedding Coordinator
724 Camp Street, New Orleans, LA 70130
Phone (504) 525-4413 ext. 201 Fax (504) 568-1324
psaleun@archdiocese-no.org

Jesus performed His first public miracle at the wedding feast in Cana.
According to Venerable Fulton Sheen, this was no accident. The Archbishop observes, **"...There's a beautiful mystery hidden somewhere in the marriage feast of Cana. . . . a human marriage is like the union of Our Lord and the Church. When, therefore, the bride and groom stand at the altar and we read to them the marriage ceremony, we are informing them: 'You, the bridegroom, stand for Christ. And you, the bride, stand for the Church.' That is the mysterious grace that is conferred upon you. How beautiful marriage becomes!"**

St. Patrick's Parish

Guide for Matrimony Preparation

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

Thank you for considering St. Patrick's Church or St. John the Baptist Church as the location for the celebration of the Sacrament of Holy Matrimony. Our Parish is a traditional Roman Catholic Parish. The following guidelines and policies, established and approved by the Pastor, are to be adhered to during all wedding services taking place in these churches. Our coordinator will assist you in every way possible with planning your wedding liturgy for this special day and guide you in making certain that your wedding is a proper and memorable celebration.

Please read this document, in its entirety and carefully before making a final decision and confirming your wedding date.

Couples and Preparers please note:

The following requirements are part of the overall preparation for those who marry in St. Patrick's Parish churches. We expect priests, deacons and other pastoral ministers preparing a couple for the Sacrament of Matrimony at our churches to understand and follow these requirements.

- ✓ Marriage preparation should begin at least six (6) months before the wedding date.
- ✓ The couple meets with the priest/deacon to review and complete the necessary paperwork.
- ✓ **ALL** programs described below must be completed and correct before the wedding. (certificates)

FOCCUS: This instrument assists the couple in evaluating their relationship and communicating openly about many things that are important for married couples. It helps the couple target the topics they need to talk about before their marriage. These discussions occur with the priest/deacon.

DIOCESAN MATRIMONY PREPARATION (Pre-Cana): The Archdiocese of New Orleans offers programs for Marriage Preparation; participation in any one of the following will meet the requirement. The **Evenings for the Engaged**, usually done at a parish level and involves several personal meetings with a married couple. The **Catholic Marriage Prep Online** www.catholicmarriagepreonline.com, an excellent web-based interactive marriage preparation program. The **Engaged Encounter** or **Day for the Engaged** where engaged couples meet during a day or weekend retreat to learn basic communication skills needed to form and maintain good Christian marriages. To register for the last two programs, call the Family Life Apostolate at (504) 861-6243.

HIGHLY RECOMMENDED AND ENGOURAGED NATURAL FAMILY PLANNING COURSES: Natural Family Planning has proven itself to be safe, effective, and a moral way for couples to plan their families. It is a method which respects the meaning of human sexuality as God created it and thus marital love is enhanced and strengthened. To register, contact the Family Life Apostolate at (504) 861-6243. Several online courses are available: Northwest Family Services www.nwfs.org/, Couple to Couple League <http://ccli.org/>, Marquette University Model <http://nfp.marquette.edu/>, Natural Family Planning International, Inc. (NFPI) <http://www.nfpandmore.org/>, or Creighton Model System (CrMS) <https://www.hopewomansclinic.com/fertility/creighton-model/>.

I have read, understand and agree to all policies on this page. _____

Wedding Documents Required by St. Patrick's Parish and State of Louisiana

Your preparation for the Sacrament of Holy Matrimony is most important and is designed to help you develop a strong base on which to build your life together. We expect the priest, deacon or pastoral minister who is supervising your preparation to understand and follow the requirements of St. Patrick Parish. To help you insure timely delivery of all necessary documents, we provide below the requirements of the parish, Archdiocese of New Orleans and the State of Louisiana.

Documents required by St. Patrick Parish:

The priest/deacon supervising your preparation will have detailed information on all items listed below. Please submit all documents below directly to him. He will send your completed file of originals to St. Patrick Parish no later than two (2) months before the wedding. *If you are being prepared outside of the Archdiocese of New Orleans*, your marriage documents must be processed by the Chancery of your home diocese/archdiocese and then sent to the Archdiocese of New Orleans for processing. Please allow additional time for this processing.

- 1) "First Step to the Altar" form, is divided into three (3) sections and must be completed by the couple, the priest/deacon preparing the couple and the priest/deacon who will be the celebrant.
- 2) Pre-Nuptial Inquiry (completed with the priest/deacon interviewer and supervisor of your preparation)
- 3) FOCCUS Pre-Marital Inventory or similar
- 4) Marriage Preparation Seminar approved by Archdiocese of New Orleans
- 5) Highly recommended and encouraged Natural Family Planning Course
- 6) Permission letters from your home parish priest if you are not parishioners of St. Patrick Parish.
- 7) Certified copies of Baptismal Certificates provided by the Catholic parish in which you were baptized. The bridal couple is responsible for securing these certificates which must be dated **within** six (6) months of the wedding. Please allow time for your request to be processed by the church parish. Do not wait until the last minute to do this! **No other copy is acceptable.** If either the bride or groom is not Catholic, please contact our wedding coordinator regarding special instructions for baptismal documents.
- 8) If your officiant is not currently working in the Archdiocese of New Orleans, he will have to provide a testimonial letter of suitability to the Chancery of New Orleans within 6 months of the wedding.
- 9) The Pastor of St. Patrick's will grant delegation **ONLY** after all sacramental records, documents, permissions, affidavits, approvals and certificates are complete, correct and turned in to St. Patrick's in a timely manner.
- 10) These documents become your permanent file and will remain at St. Patrick's Church.

Documents required by the State of Louisiana:

- 1) The couple must obtain a Marriage License from the State of Louisiana no later than 72 hours before the wedding. Bring the Marriage License to the rehearsal. **Without this license, no wedding will occur.**
- 2) Your officiant must be registered in the State of Louisiana as an authorized minister of marriages. He can contact the Chancery of the Archdiocese of New Orleans or any Clerk of Court's office for assistance.

I have read, understand and agree to all policies on this page. _____

“First Step to the Altar”
St. Patrick’s and St. John the Baptist Churches

The Sacrament of Matrimony is a calling from God. By it, He infuses His grace into the lives of husbands and wives and this “First Step” will help organize your preparation for holy matrimony.

Groom	Bride
Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Email _____	Email _____
Religion _____	Religion _____

Contact your parish church if you need assistance in asking a priest or deacon to officiate the ceremony.

Meeting with Priest of Deacon

I, _____ Mobile (_____) _____ Email _____
(Please print name, mobile phone number and Email), A priest /deacon have met with the couple named above. We have discussed: (initial please each item discussed)

- _____ the uniqueness of the bond of matrimony as a sacrament (to be reiterated at final meeting)
- _____ their canonical freedom from any prior bond of matrimony
- _____ the preliminary date of the ceremony and rehearsal
- _____ which matrimony preparation program is best for the couple (Evenings for the Engaged, Catholic Marriage Prep Online, Engaged Encounter, Day for the Engaged. St. Patrick’s Pastor highly recommends and encourages Natural Family Planning)
- _____ which priest/deacon will complete the Prenuptial Inquiry and officiate at the ceremony (see box below); which priest/deacon/lay preparation minister will oversee their matrimony preparation process, administer and analyze the FOCCUS pre-matrimony inventory.

The couple named above has agreed to **complete** their matrimony preparation program **two months in advance of the ceremony**.

Today’s Date: _____ 20_____

Date/Time: Rehearsal: _____ 20_____ at _____: _____pm Ceremony: _____ 20_____ at _____: _____am/pm

Date by which matrimony preparation program must be completed: _____ 20_____

Signature of above priest/deacon: _____

The Officiating Cleric

Father/Deacon _____ Mobile (_____) _____ Email _____

will be officiating the Ceremony at: _____

Date/Time: Rehearsal: _____ 20_____ at _____: _____pm Ceremony: _____ 20_____ at _____: _____am/pm

Note to Officiant: This form does not constitute delegation the Pastor of St. Patrick’s to officiate at this ceremony. Once this form is received we will send Matrimony Delegation form for St. Patrick’s Church to be returned ASAP. Understand , the Pastor will only grant delegation upon submission of all complete and correct required documents and forms.

Upon completion of the above or before with approval, a couple may either reserve St. Patrick’s or St. John the Baptist or confirm their prior reservation with a monetary deposit. This form does not absolutely bind the parish or the officiant to the ceremony date listed above if a canonical prohibition or other impediment to matrimony is discovered.

St. Patrick's Parish Wedding Guidelines

After carefully reading this entire document, if you decide to have your wedding in one of our churches, please contact the coordinator to tentatively schedule a date. The wedding contract, page 9, and the initial forms, pages 2, 3, 5, 6, 7 and 8 must be returned with your non-refundable deposit and a separate check of \$400 for the refundable Compliance Fee, see No. 15 below.

1. Permission: St. Patrick's Parish welcomes parishioners and non-parishioners to celebrate their weddings in our churches. Non-parishioners are accepted only with permission of their pastors and must arrange for their own priest or deacon for preparation and the wedding rehearsal and ceremony.

2. Times: Weddings may be scheduled in both churches on Fridays at 3:00pm or later. On Saturdays, beginning anytime between 10:00am and 3:00pm and 7:00pm or later at St. Patrick's and 6:00pm or later at St. John the Baptist Church. Weddings may also be scheduled on weekdays according to the availability of the church. Please contact Paige Saleun, for availability at 504-525-4413.

3. Celebrant: Non-parishioner couples must arrange for their own priest or deacon for the required preparation program and the wedding ceremony. Please give the wedding coordinator the name of the priest or deacon no later than one (1) month after reserving the church. It is the responsibility of the priest or deacon to request delegation and any other dispensations which may be required. The entire packet of the original completed and correct wedding requirements and documents must be submitted to St. Patrick's Church two (2) months before the wedding. Delegation will be granted by the pastor after the file is received, reviewed and it is determined that all paperwork, documents, and information is correct and complete.

4. Music: The sacred nature of your wedding liturgy requires the selection of appropriate music. Our organist, Andrew Mills understands the liturgical requirements. Pipe organs are delicate instruments that are easy to be damaged and expensive to repair. For these reasons, St. Patrick's Parish requires that Mr. Mills or an organist approved by him only can play for weddings in our parish.

Mr. Andrew Mills, Organist and Choirmaster can be reached at (504) 493-5879. His fee is \$350 and should be made payable to Andrew Mills and is due one (1) month prior to ceremony. He will help you to select music, a cantor and additional instrumentalists if desired. If you are having Mass, it is required that you have a cantor.

Fees are approximately \$250.00 - \$350.00 per musician(s)/singer(s). Please pay the musician(s)/singer(s) directly one (1) month prior to ceremony. Payments should be sent to the parish office.

Rules to be followed:

- Non-liturgical music is not to be performed or sung in church, either before, during or after the wedding.
- Keyboards and guitars are not permitted at St. Patrick's Church.
- Recorded music of any kind is not permitted.
- Bagpipes are permitted outside only.
- During the Communion Rite at Mass, when the priest and congregation recite the Lord's Prayer, the singing of the Malotte's "The Lord's Prayer" is not permitted. This selection may, however, be sung before the ceremony, while the guests are being seated, or while Holy Communion is being distributed.

Make arrangements with Mr. Mills as soon as possible after you reserve your wedding date/time/church.

I have read, understand and agree to all policies on this page. _____

5. Flowers/Decorations: Please help us to assure the safety of all in attendance and avoid damage to our church by observing the Guidelines Agreement for Wedding Florists on page 10.

For planning purposes, please remember the following:

- Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a ribbon only. **We do not allow and strictly forbid tape, wire, ribbon with wire, adhesive materials or plastic/metal clips of any kind.**
- Candles must be in an appropriately sized glass globe in candelabra. The flame may never be higher than the top of the glass. NEVER place candles directly on the floor, even when using a glass globe.
- We do not allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
- Do not remove any seasonal flowers or decorations placed by St. Patrick's Church. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Statues are covered in purple drape the weekend of 5th Sunday of Lent; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. Please discuss this with the wedding coordinator to understand what decorations to expect.
- **We REQUIRE** two (2) fresh Altar flower arrangements on the Credence tables at St. Patrick's and the main Altar at St. John the Baptist that must remain in the church after the wedding. Otherwise, you will be charged \$300.00 for Altar Arrangements out of your **refundable Compliance** deposit.
- According to the liturgical norms, *flowers are permitted in the sanctuary during Lent and Advent. During Lent, flowers **MUST be REMOVED** after ceremony.* Flowers during Advent must be subdued.
- The bride/groom **MUST** ask the florist, a family member or friend to arrive at the church 30 minutes before the ceremony to pin corsages and boutonnieres on the wedding party.
- St. Patrick's and St. John the Baptist Churches do not allow unity candle; it is not a part of the Catholic Marriage Rite.

6. Seating of the Bridal Party: The bride and groom are the most important people at the wedding! To emphasize this, *only the bride and groom, the maid of honor and best man are seated* in the sanctuary during the wedding. Other attendants may be seated in chairs or pews depending on the number of attendants and which church you are getting married in. Please consult with coordinator for attendant information in each church. Larger bridal parties will be seated in the 2nd and 3rd pews.

7. Young Children in the Bridal Party: Flower girls and ring bearers should be at least 4 years of age on the day of the wedding. **Discuss details with coordinator.** An adult with whom the child is very comfortable must remain in the back of church with the child until he/she processes up *and must be willing to escort the child down the aisle if needed.* Flower girls and ring bearers are to sit with a family member in the 1st or 2nd pew of the church.

8. Photography: The celebration of the Sacrament of Matrimony is a sacred moment in the life of a couple. St. Patrick's and St. John the Baptist allows photographers and videographers during the Mass and Ceremony; they must **NEVER** enter the Sanctuary and should not obstruct the proceedings in any way. The sacred nature of this event should always be respected. Flashes are only permitted during the processional and recessional. Your officiating priest/deacon will let you know what is acceptable for him. Please see the Guidelines Agreement for Wedding Photographers/Videographers on page 11 for more details.

9. Rehearsal and Punctuality: As a courtesy to your coordinator, celebrant, guests and parish staff, it is important that we start both the rehearsal and the wedding *on time*. If late, additional fees may be incurred and deducted from your \$400.00 **refundable Compliance** deposit. If the start of the ceremony with Mass is 15 minutes late, there will be NO Mass.

I have read, understand and agree to all policies on this page. _____

- **Rehearsal:** We open the church thirty (30) minutes before and allow one (1) hour for the rehearsal. It is most important that everyone (bridal party, ushers, parents, readers, and gift bearers) involved in the ceremony arrive at the church *at least 15 minutes before the reserved rehearsal time*. We will start the rehearsal on time whether or not everyone necessary is present. The only children allowed at the rehearsal are flower girls and ring bearers. If you have printed a program, please bring it to the rehearsal. Bring your Civil Marriage License as well. Rehearsals can only be scheduled on a Friday evening after 5:00pm, five (5) months before the Wedding. (Friday night wedding may be booked within that time period.)
- **Wedding:** On the day of the wedding, the groom, groomsmen, ushers and the person who will pin corsages and boutonnieres must arrive thirty (30) minutes prior to the wedding time. All other members of the bridal party must be at the church fifteen to twenty (15-20) minutes prior to the wedding time. *(please note there is Vigil Mass at St. Patrick's at 5:30pm and at St. John the Baptist at 4:00pm)*

10. Courtesy: Please remind the wedding party to turn off or silence cell phones at all times when in church. Please do not bring food, beverages, gum or candy into the church or sacristy; nothing may be consumed inside the church. **Alcohol on the church grounds is prohibited at all times.** No smoking is allowed. We appreciate your cooperation. Anyone who appears, on the day of the wedding, unable to carry out his or her intended roll will not be allowed to participate in the ceremony.

11. Maintenance Disclaimer/Acts of God: There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve scaffolding and other materials which cannot be removed. Please be assured that we will make every effort possible to minimize disruption to your wedding.

If it is deemed necessary to cancel a wedding in our church due to circumstances beyond its control (hurricanes, unexpected major repairs, etc.), St. Patrick's will give as much advance notice as possible. We will reschedule to an available date. Depending on time before the cancelation, we will refund any monies paid to the parish after any/all expenses of church/staff are paid. No other expenses incurred by the wedding party will be reimbursed.

12. Wedding Coordinators: Paige Saleun, St. Patrick's Wedding and Sacramental Coordinator will assist you in following our policies and guidelines. Coordinators open and close the church for the rehearsal and organize the wedding party in consultation with the celebrant, bride and groom. On the day of the wedding, they open the church one (1) hour before the ceremony, set up the altar for Mass, assist guests and the wedding party as needed and close the church after the ceremony. The week prior your coordinator will make an appointment to answer your questions and will discuss all details with you. If you use an outside coordinator to plan the wedding, please be aware that he/she does not coordinate the church ceremony; they may assist if cleared with your coordinator. If you need to arrive earlier than one (1) hour before ceremony, additional fees may be incurred from your refundable deposit.

Please address questions pertaining to anything that will happen in the church (or on church grounds) to our wedding coordinator. Our coordinator must be used at all weddings and rehearsals in St. Patrick's and St' John the Baptist Churches . There are no exceptions.

14. Church Fees: The fees for St. Patrick's Church is \$2,100.00 and for St. John the Baptist Church is \$1,800.00. These fees include the wedding coordinator and security for evening weddings. It does **not** include any musicians, cantors or the required altar server. The balance is due in full four (4) weeks before the wedding. At that time the priest(s)/deacon(s), altar server, and musician stipends and fees are due. The priest/deacon stipend of \$200 or more should be made payable to each officiant individually. The altar server stipend of \$50 should be made payable to "cash". No Final payments are received at the rehearsal. There will be a \$100 per check fee for returned checks.

I have read, understand and agree to all policies on this page. _____

15. Dress Code: Due to the sacredness of the Sacrament of Holy Matrimony, St. Patrick's and St. John the Baptist churches have always promoted modesty. With this in mind, policies have been established to guide brides when choosing attire for herself and members of her wedding party. In addition, these guidelines apply to mothers, grandmothers, Eucharistic Ministers, readers, gift bearers, program presenters, and any other women in the wedding party. This applies to the rehearsal as well as the wedding. Keep in mind; breast coverage, and the back should not go below the waist. Strapless dresses may be worn with the addition of a bolero, shrug, jacket, shawl, tulle etc... Photos of the proposed bride's dress and the bridesmaids' dresses, both front and back must be submitted.

16. Reservation/Deposit: In order to confirm reservation of your wedding date and time, St. Patrick's and St. John the Baptist Churches require the following:

- A. a **refundable Compliance** deposit check of \$400.00, this deposit will be refunded within thirty (days) days of wedding;
- B. a **non-refundable** deposit check of \$1,500.00 for St. Patrick's (\$600 balance) and \$1,200 for St. John the Baptist (\$600 balance);
- C. the signed Wedding Agreement page 9 and initialed agreement pages, no. 2, 3, 5, 6, 7 and 8 signature of these guidelines;
- D. the name of the person supervising your marriage preparation within thirty (30) days of your booking a date. This is page 4, ***First Step to the Altar*** and should be returned ASAP. Please read these guidelines carefully and ask any questions you have before you sign the document.

Policy and Guidelines Acknowledgement

We affirm, by our signatures below, that we have read the Guidelines and Policies for Weddings in St. Patrick's and St. John the Baptist Church's and agree to abide by those guidelines and policies.

Failure to abide by the guidelines and policies can result in postponement or cancellation of our wedding.

Bride – Print Name

Groom – Print Name

Bride – Signature

Groom – Signature

Date

Date

Please return all originals with payment and keep a copy for yourself.

St. Patrick's Parish Wedding Contract and Confirmation

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

In order to reserve your wedding date, St. Patrick's requires:

- A **refundable Compliance** deposit check of \$400.00, this deposit will be refunded within thirty (30) days of wedding;
- A **non-refundable** deposit check of \$1,500.00 for St. Patrick's Church (\$600 balance) or \$1,200 for St. John the Baptist Church (\$600 balance);
- This signed Contract (page 9) of the guidelines with pages 2, 3, 5, 6, 7 and 8 initialed and Acknowledgement signed (Deposit will not be cashed, and date will not be secure without the initialed pages and all signatures)
- The name(s) of your officiant and the person supervising your marriage preparation (if different) no later than thirty (30) days from the day you sign this document. (page 4)

Your signature below and initials on pages above listed pages of this document confirm that you agree to the guidelines and the attached guidelines for florists, photographers and music. Please read them carefully and ask any questions you have before you initial and sign documents. Signed contracts for florists and photographers/videographers and the music information sheet are due four (4) weeks before the wedding along with the balance of the church and all stipends and fees.

We, _____ and _____, wish to reserve and confirm (circle one)

St. Patrick's Church or St. John the Baptist Church for our wedding on _____, _____, _____ 20_____

at _____ AM/PM. We request the rehearsal on _____, _____, _____ 20_____ at _____ AM/PM.

(PRINT DAY/DATE/TIME OF WEDDING AND REHEARSAL REQUEST)

Further, I agree to inform my florist, photographer and videographer of the guidelines for weddings in the parish. I also agree to pay any and all additional fees incurred for but not limited to extra time and Altar arrangements from my **refundable compliance** deposit.

BRIDAL COUPLE (First, Middle and Last)

Name (Bride): _____ Name (Groom) _____

Address: _____ Address: _____

C/S/Z: _____ C/S/Z: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Religion: _____ Religion: _____

Signature: _____ Signature _____

PARISH PRIEST/OFFICIANT

Priest/deacon responsible for marriage preparation and all paperwork (if not officiant):

Name: _____

Telephone: _____

Email: _____

The officiant will be:

Name: _____

Telephone: _____

Email: _____

PLEASE RETURN TO: ST. PATRICK'S CHURCH
ATTN: PAIGE SALEUN
724 CAMP STREET
NEW ORLEANS, LA 70130.

St. Patrick's Parish

Guidelines for Wedding Florists

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

Return this signed agreement no later than six (6) weeks before the wedding.

Planning Decorations

- 1 Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a ribbon only. **We do not allow and strictly forbid tape, wire, ribbon with wire, adhesive materials or plastic/metal clips of any kind.**
2. Candles must be in an appropriately sized glass globe in candelabra. The flame may never be higher than the top of the glass. *NEVER* place candles directly on the floor, even when using a glass globe. *The florist agrees to pay for the cost of professional clean-up of wax spills, should this be necessary.*
3. We do **NOT** allow aisle runners. We do **NOT** permit flower girls to sprinkle flower petals or anything else down the aisle. We do **NOT** allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds. Since unity candles are not a part of a Catholic marriage rite, they are **NOT** allowed. They are a nice touch at the reception.
4. Do not remove any seasonal flowers or decorations. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. The statues are draped in purple from the fifth (5th) Sunday of Lent through Easter. Please discuss this with the wedding coordinator to understand what decorations to expect. During Advent, flowers must be subdued and during Lent flowers **MUST** be removed after the ceremony.

Wedding Day Setup/Cleanup

1. The wedding coordinator will open the church ONE (1) HOUR before wedding time. If you require access earlier in the day, there will be an additional charge for staff time from the refundable Compliance deposit. *Florist personnel* should light candles if any approximately 20 - 30 minutes prior to the wedding.
2. **Never use the altar as a work table to assemble arrangements.**
3. The florist **MUST** label all corsages and boutonnieres individually and will provide a matching, detailed list of recipients to the wedding coordinator. The bride/groom will ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party. The florist will provide two (2) pins for each corsage.
4. **We REQUIRE** two (2) fresh Altar flower arrangements on the Credence tables at St. Patrick's (has urns) and the main Altar at St. John the Baptist that must remain in the church after the wedding. Otherwise, you will be charged \$300.00 for Altar Arrangements out of your refundable Compliance deposit. Arrangements are also allowed on side altars, tables behind pews and large table in vestibule. Arrangements must be in clear plastic saucers or urns before being placed on altars or tables. Common size is 28" high and 12" in diameter. Altar arrangements should be subdued during Advent and are not required during Lent
5. All items, including florists' decorations, props and boxes for flowers, must be removed immediately after the ceremony. Florists must remove their trash. We will not store anything overnight.

We agree to follow the decorating/setup/cleanup guidelines as stated above.

Name of Bride/Groom: _____ Date of Wedding: _____ 20____

Bride/Groom Signature: _____ Date: _____ 20____

Name of Florist: _____ Phone: _____ Email: _____

Florist (print name): _____

Florist Signature: _____ Date: _____ 20____

No. Arrangements: _____ Delivery Day: _____ Date: _____ Time: _____

St. Patrick's Parish

Guidelines for Wedding Photographers and Videographers

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

Return this signed agreement no later than six (6) weeks before the wedding.

If it is more convenient, you may send in separate forms for the photographer and videographer.

The celebration of the Sacrament of Matrimony is a sacred moment in the life of a couple. St. Patrick's and St. John the Baptist Churches allow photographers and videographers during the Mass and ceremony, see page 6, #8. **Your officiating priest/deacon will provide the final guidelines regarding what is acceptable to him.**

1. The bridal couple will discuss photography guidelines with the officiating priest/deacon before or during the rehearsal.
2. Photographers/videographers will check-in with the wedding coordinator upon arrival at the church. The coordinator will confirm with the celebrant and you will follow his guidelines regarding use of flash, placement of equipment and where you may stand before, during and after the ceremony.
3. The photographers/videographers must not be conspicuous or obstruct the proceedings in any way. They should respect the sacred nature of the event at all times.
4. For photographs inside the church, the couple must make arrangements with the wedding coordinator at least six (6) weeks in advance. You may take photographs outside of the church with no special arrangements.
5. Group photos in the church are permitted for a maximum of fifteen (15) minutes after the ceremony. We suggest that you take all pictures that do not include the bride BEFORE the wedding.
6. Photographers and videographers must be considerate of each other when positioning themselves for picture taking. Do not obstruct the view of your colleague!

We agree to follow the photography/videography guidelines as stated above.

Name of Bride/Groom: _____ Date of Wedding: _____ 20____

Bride/Groom Signature: _____ Date: _____ 20____

Name of Photographer: _____ Phone: _____ Email: _____

Photographer Signature: _____ Date: _____ 20____

Name of Videographer: _____ Phone: _____ Email: _____

(Please print. Indicate NONE if there is no videographer)

Videographer Signature: _____ Date: _____ 20____

St. Patrick's Parish Wedding Music Information

St. Patrick's Catholic Church
724 Camp Street
New Orleans, LA 70130

St. John the Baptist Catholic Church
1139 Orthea Castle Haley Blvd.
New Orleans, LA 70113

Please return this form at least four (4) weeks before the wedding.

When planning your wedding music, please remember the following guidelines:

Book Mr. Andrew Mills, Organist and Choirmaster ASAP. He can be reached at (504) 493-5879. He will help you to select music, a cantor and additional instrumentalists if desired. *(If having a Mass, a cantor is required)*

Rules to be followed:

1. Popular music is not to be performed or sung in church, either before, during or after the wedding.
2. Keyboards and guitars are not permitted at St. Patrick's Church.
3. Recorded music of any kind is not permitted.
4. Bagpipes are permitted outside only.
5. During the Communion Rite at Mass, when the priest and congregation recite the Lord's Prayer, the singing of the Malotte's "The Lord's Prayer" is not permitted. This selection may, however, be sung before the ceremony, while the guests are being seated, or while Holy Communion is being distributed.

Include information on ALL musicians, professional and non-professional, and ALL musical selections.

MUSICIANS

Organist: _____

Other Musician(s): _____ Mobile: _____

Other Musician(s): _____ Mobile: _____

Cantor/Singer(s): _____ Mobile: _____

MUSICAL SELECTIONS

Prelude Music will be provided for thirty (30) minutes prior to ceremony start time

Processional (parents/grandparents): _____

Processional (wedding party): _____

Entrance of Bride: _____

Glory to God: Sung by Cantor or Recited by Priest (circle one)

Responsorial Psalm: Sung by Cantor or Recited by: _____

Gospel Acclamation: _____

Offertory/Presentation of the Gifts: _____

Mass Parts: Sung by Cantor or Recited by Priest (circle one) Latin Mass Parts or English Mass Parts (circle one)

Communion: _____

Communion 2 if necessary: _____

Flowers to Blessed Mother (optional): _____

Recessional: _____

St. Patrick's Parish

Wedding Preparation: Time Line/Check List

The early preparation:

1. Sign Wedding Contract, page 9 and Initial pages 2, 3, 5, 6, 7 and 8 and return to Parish Office with refundable Compliance and non-refundable deposit checks.
2. Meet with your parish priest/deacon regarding preparation for the Sacrament of Holy Matrimony.
3. Give our wedding coordinator the "First Step to the Altar", page 4 complete with, the name of your officiant and (if different) the priest/deacon supervising your marriage preparation, no later than one (1) month after reserving your wedding date
4. Reserve your date with Mr. Andrew Mills.
5. Select the florist, photographer, videographer and limousine service IF you plan to use such services.
6. Select your wedding party. Please see the guidelines regarding flower girls, ring bearers and seating of attendants.

Six (6) months before the Wedding:

1. Marriage preparation with your parish priest or celebrant begins. Please make sure that the priest supervising your marriage preparation is aware of all of the requirements of the Archdiocese of New Orleans as well as the recommendation of St. Patrick's to attend a Natural Family Planning course. Preparation must begin at least six (6) months before the wedding. Our wedding coordinator must have all required documents no later than two (2) months before the wedding.
2. Obtain **original** certified Baptismal Certificates provided by the Catholic parish in which you were baptized (no more than 6 months prior to the wedding).

Three (3) months before the Wedding:

1. Consult with your priest to ensure timely delivery of all required documents.
2. Call/meet with our wedding coordinator to discuss any questions you may have.

Two (2) months before the Wedding:

1. Priest/deacon preparing you for marriage should submit all of your required wedding documents.

One (1) month before the Wedding:

1. Church balance, officiant and altar server stipend and musician fees are due at the rectory office.
2. Make arrangements for photographs in church after the ceremony 15 minutes (if desired).
3. Signed Florist Contract and Photographer/Videographer Contract due. Music Information sheet due. (6 six weeks prior)
4. Contact Paige Saleun in the office to determine if anything is lacking in your file, if not originals, complete and correct, Delegation will not be given to your officiant.
5. Return the wedding information form that includes all members of your wedding party, family members in the processional and the readings you have selected. Ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party at church.
6. Make sure that you understand all requirements of the State of Louisiana regarding your marriage license.

Two (2) week before the Wedding:

1. The wedding coordinator will schedule conference call to review all paperwork and guidelines. Please allow thirty (30) minutes for this important review.

One (1) week before the Wedding:

2. Purchase marriage license no later than 72 hours before the wedding.

Rehearsal:

1. Please insure that everyone arrives FIFTEEN MINUTES before the scheduled rehearsal time, we **WILL** start on time.
2. Please do **NOT** bring any children who are not part of the wedding party.
Plan to bring with you:
 - a) marriage license,
 - b) programs (if using)
 - c) any other items or signage

St. Patrick's Parish Wedding Information

St. Patrick's Church

St. John the Baptist Church

Please return this form no later than one (1) month before the wedding.

The wedding coordinator will conference call you in the week before the wedding to review all paperwork and guidelines. Please allow approximately thirty (30) minutes for this call.

Bride: _____ Groom: _____

Contact Name: _____ Contact Phone: _____

Wedding Date/Time: _____ Rehearsal Date/Time: _____

Officiant: _____

Officiant Phone _____ Officiant Email: _____

Preparation for the Ceremony

Will you have a Mass?	YES	NO	Will you have Programs?	YES	NO
Priest/Deacon 1 st Photo?	YES	NO	15 Minutes of Photos after?	YES	NO
Will Best Man have rings?	YES	NO	if NO then who?	_____	
Other:	_____				

LITURGY OF THE WORD: (please list number from Together for Life or oldstpatricks.org)

First Reading: _____ Reader: _____

Responsorial Psalm: _____ Reader: _____

Please write SINGER if the responsorial psalm will be sung.

Second Reading: _____ Reader: _____

Gospel: _____

Prayers of the Faithful: _____ Reader: _____

LITURGY OF THE EUCHARIST:

Number of Guests: _____ Approx. number to receive Communion: _____

Gift Bearer (wine): _____ Gift Bearer (bread): _____

Extraordinary Minister(s) of Communion: _____

Not required. Only if Priest needs extra.

Flowers for the Blessed Mother? YES NO Flowers for Mothers? YES NO

Flowers for the Mothers will be at the same time as flowers for the Blessed Mother, NOT at the sign of peace.

PRIEST QUESTIONS:

Gloria	YES	NO	Gospel Read From	Pulpit	Ambo
Ring Tray	YES	NO	Receiving Gifts	Priest	Couple
Hand Held Mic	YES	NO	Eucharistic Minister	YES	NO

St. Patrick's Parish Wedding Party Information

Only first names are necessary, if duplicate last initial.

PROCESSION/ESCORT (relationship):

Groom's Grandmother/Escort: _____

Groom's Grandmother/Escort: _____

Bride's Grandmother/Escort: _____

Bride's Grandmother/Escort: _____

Groom's Stepmother (if applicable)/Escorts: _____

Groom's Mother/Father: _____

Bride's Stepmother (if applicable)/Escorts: _____

Bride's Mother/Escort: _____

Please list in the order in which they will walk:

BRIDESMAIDS

GROOMSMEN

MAID/MATRON OF HONOR _____ BEST MAN _____

Flower Girl/Age: _____ Side Seated: BRIDE GROOM Pew #: _____
 Adult escort must be prepared to walk down the aisle with child.

Ring Bearer/Age: _____ Side Seated: BRIDE GROOM Pew #: _____
 Adult escort must be prepared to walk down the aisle with child.

BRIDE ESCORTED BY FATHER: _____ OTHER _____

USHERS: (Must have 2 for doors at entrance of Bride) _____

How many reserved pews on each side? _____ Wedding party in? 1st or 2nd PEWS CHAIRS (in front)

Transportation: Bride Limo: YES NO Other _____ Mother in car: YES NO
 Wedding Party: _____ Guys arrival: _____ Girls arrival: _____
 Guests arriving in: Bus Individual Other: _____

NOTES: