



NATIONAL HISTORIC
LANDMARK
Established 1833

Saint Patrick's Church

724 CAMP STREET
NEW ORLEANS, LOUISIANA 70130
TELEPHONE 504.525.4413 TELEFAX 504.568.1324

Dear Prospective Bride and Groom,

With sincere joy I extend my congratulations to you on your engagement! When you approach God's altar, the love you have nourished during your courtship will be elevated to new heights and endowed with heavenly blessings. We, at St. Patrick's Church and St. John the Baptist Church are excited to share this moment of grace with you.

There are many ways to celebrate your marriage, and rightly so! Planning all the details can be demanding, but the right effort will bear good fruit now and in eternity. This packet will assist you with planning the details of your ceremony at St. Patrick's or St. John the Baptist. We have carefully composed our parish policies to assist you to emphasize the sacred character of your wedding day. After all, your wedding is the day that you publicly profess your intention to spend the rest of your lives imitating Christ's love for us, His Church.

With all our heart, we look forward to celebrating this divine moment in your life. These policies will allow us to do so in a way that both honors the sacred calling you have received, while being mindful of the reverence that is due to the sacred and historic edifice in which your ceremony will take place. Please read the policies carefully prior to agreeing to the contract. Of course, do not hesitate to contact our parish office if you have any questions.

Praying for you in Christ, the Divine Bridegroom,

Fr. Garrett O'Brien
Pastor

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) 291-2217

psaleun@arch-no.org

Fr Garrett M. O'Brien, J.C.L.
Pastor, Phone (504) 525-4413
gobrien@arch-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

Thank you for considering St. Patrick's Church or St. John the Baptist Church as the location for your 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 carefully read this document in its entirety and 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) to eight (8) 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 or Comparable: 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/mentor couple.

DIOCESAN MATRIMONY PREPARATION (Pre-Cana): The Archdiocese of New Orleans offers programs for marriage preparation; participation in one of the following will meet the requirement. Confer with your preparer to determine which is best for you. See: <https://www.arch-no.org/getting-married-1>

1. The **Evenings for the Engaged:** usually done at a parish level and involve several personal meetings with a married couple.
2. The **Engaged Encounter** or **Days for the Engaged:** engaged couples meet during a day or weekend retreat to learn basic communication skills needed to form and maintain good Christian marriages.
3. **Witness to Love:** is marriage prep that works to connect couples to their parishes through mentors and powerful online resources.
4. **Online Marriage Prep:** internet based preparation that is assisted by a mentor couple. <https://catholicmarriageprep.com/>

HIGHLY RECOMMENDED AND ENGOURAGED NATURAL FAMILY PLANNING COURSES:

Natural Family Planning has proven itself to be a safe, effective, and 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://womansnewlife.com/services/creighton-model-system-crms/>

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's. To help you ensure timely delivery of all necessary documents, below are the requirements of our parish, Archdiocese of New Orleans and the State of Louisiana.

Documents required by St. Patrick's:

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 to St. Patrick's 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) The "First Step to the Altar" form and must be completed by the couple, the priest/deacon preparing the couple and the priest/deacon who will be the officiant. This form needs to be completed prior to securing your date with a monetary deposit.
- 2) Pre-Nuptial Inquiry (completed with the priest/deacon interviewer and supervisor of your preparation)
- 3) Marriage Preparation Seminar approved by Archdiocese of New Orleans
- 4) Certificate of completion for your Natural Family Planning Course (not required, highly recommended)
- 5) Permission letters from your home pastor (if you are not parishioners of St. Patrick's Parish).
- 6) 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.
- 7) 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.
- 8) 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.

Documents required by the State of Louisiana:

- 1) The couple must obtain a marriage license from the State of Louisiana no later than 24 hours before the wedding. Bring the marriage license to the rehearsal. **Without this license, no wedding will occur.**
- 2) If your officiant is coming from out of state, he 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 |
|---|
| <p>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)</p> <p style="padding-left: 40px;">_____ the uniqueness of the bond of matrimony as a sacrament (to be reiterated at final meeting)</p> <p style="padding-left: 40px;">_____ their canonical freedom from any prior bond of matrimony</p> <p style="padding-left: 40px;">_____ the preliminary date of the ceremony and rehearsal</p> <p style="padding-left: 40px;">_____ 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 Course)</p> <p style="padding-left: 40px;">_____ 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</p> <p>The couple named above has agreed to complete their matrimony preparation program two months in advance of the ceremony.</p> <p>Today’s Date: _____ 20_____</p> <p>Date/Time: Rehearsal: _____ 20_____ at _____: _____pm Ceremony: _____ 20_____ at _____: _____am/pm</p> <p>Date by which matrimony preparation program must be completed: _____ 20_____</p> <p>Signature of above priest/deacon: _____</p> |

| The Officiating Cleric |
|--|
| <p>Father/Deacon _____ Mobile (_____) _____ Email _____</p> <p>will be officiating the ceremony at: _____</p> <p>Date/Time: Rehearsal: _____ 20_____ at _____: _____pm Ceremony: _____ 20_____ at _____: _____am/pm</p> <p>Signature of above priest/deacon: _____</p> <p style="text-align: center;">Note to officiant: This form does not constitute canonical delegation from the Pastor to officiate at this ceremony. Understand, the Pastor will only grant delegation upon submission of <u>all</u> complete and correct required documents and forms.</p> |

Upon completion of the above, and not before, 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, 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 Catholic non-parishioners to celebrate their weddings in our churches. Non-parishioners are accepted only with permission of their pastors.

2. Times: Weddings may be scheduled in either church on Fridays at 1:00pm or later, on Saturdays at St. Patrick's, anytime between 11:00am and 3:00pm and 7:00pm or later, on Saturday's at St. John the Baptist Church between 10:00am and 2:00pm and 6:00pm or later. Weddings may also be scheduled on weekdays according to the availability of the church. Please contact Paige Saleun, for availability at 504-291-2217.

3. Celebrant: Non-parishioner couples must arrange for their own priest or deacon for the required preparation program and the wedding ceremony. Selection of a celebrant and completion of the First Step to the Altar form is required prior to reserving the church. It is the responsibility of the priest or deacon to submit the required paperwork 2 months before the wedding and request delegation and any other dispensations which may be required.

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

Mr. Andrew Mills will reach out to you to plan your wedding music. He will share information about musical arrangements and fees. A check should be made payable to Andrew Mills, or his substitute, and is due one (1) month prior to ceremony. He will help you to select music, a cantor, and any additional instrumentalists (if desired). If you are having Mass, it is required that you have a cantor from our parish. Please issue a check directly to any other musician(s)/singer(s) individually one (1) month prior to ceremony. Payments should be sent to the parish office. Music selections can be sampled at: oldstpatricks.org/wedding-music-choices/

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.
- 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.

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

5. Flowers/Decorations: Please help us to ensure the safety of all in attendance and avoid damage to our church by observing the Guidelines Agreement for Wedding Florists on page 11.

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 tape, wire, ribbon with wire, adhesive materials or plastic/metal clips of any kind.** Nothing should be on the aisle floor. No Runners or lanterns are allowed.
- Candles are not allowed in the church, other than on the altar. Candles are a part of the liturgical rite and not to be used as decorations. Aisle lanterns are not allowed. St. Patrick's and St. John the Baptist Churches do not allow the "unity candle;" it is not a part of the Catholic Marriage Rite.
- We do not allow rose petals, 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 during Advent should be subdued. If placed in the sanctuary, *during Lent, flowers **MUST be REMOVED** after ceremony or we donate them.*
- 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. Our coordinator may not have time to assist with this.

6. The Bridal Party: *Only the bride and groom, the maid/matron of honor and best man are seated in the sanctuary during the wedding.* Other attendants will be seated in the second pews, behind the family of the bride and groom. In addition to the witnesses (maid of honor and best man), wedding parties need to be limited to 6 sets of bridesmaids and groomsmen. The pairs of attendants (over 18y/o) who walk down the aisle and/or stand as witnesses must be opposite biological sex unless expressly approved by the pastor.

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.

8. Photography: The celebration of the Sacrament of Matrimony is a sacred moment in the life of a couple. While St. Patrick's and St. John the Baptist allow photographers and videographers during the Mass and ceremony, they must NEVER enter the Sanctuary and should not obstruct the proceedings in any way. Flashes are only permitted during the processional and recessional. **We permit only 15 minutes for post-ceremony photos.** If this time is exceeded, funds may be deducted from your compliance deposit. Make sure your photographer has a list of the family shots needed. The wedding party may not go past the communion rail during post-ceremony photographs. Please see the Guidelines Agreement for Wedding Photographers/Videographers on page 12 for more details.

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

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 is 15 minutes or more late, photo time will be deducted as well.

- **Rehearsal:** We open the church thirty (30) minutes before and allow one (1) hour for the rehearsal. It is important that everyone (bridal party, ushers, parents, readers, gift bearers, flower girl, ring bearer) involved in the ceremony arrive at the church *at least 15 minutes before the reserved rehearsal time*. Since the rehearsal takes place in the church, please maintain a prayerful atmosphere at all times. We will start the rehearsal on time whether or not everyone necessary is present. If you have printed a program, please bring it to the rehearsal. Bring your Civil Marriage License as well. If you desire a Friday evening rehearsal, this can only be scheduled five months or less before the Wedding, since another Friday evening wedding may be booked.
- **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. On the day of the wedding, anyone who appears unable to carry out his or her intended role 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. In extreme cases this 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 our control (hurricanes, unexpected major repairs, etc.), St. Patrick's will give as much advance notice as possible. We will reschedule to another available date. Depending on the time of cancelation, we will refund any monies paid to the parish after the expenses of the church/staff are paid. In consultation with the pastor, we will refund monies paid to the parish. The amount of the refund may be affected by various non-refundable expenses the parish incurred pertaining to your wedding.

12. Wedding Coordinators: Paige Saleun, St. Patrick's Wedding 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. In the weeks prior, our 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 our coordinator. If you need to arrive earlier than one (1) hour before ceremony, additional fees may be incurred. **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.**

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

13. Church Fees: The fee for St. Patrick's Church is \$2,100.00, and the fee for St. John the Baptist Church is \$1,800.00. These fees include the wedding coordinator and security. It does **not** include any musicians, cantors or the required altar server. Four (4) weeks before the wedding, additional fees are due, namely the fee for priest(s)/deacon(s), altar server, and musician stipends. The priest/deacon stipend should be made payable to each officiant individually. The altar server stipend of \$50 should be made payable to the altar server. No final payments are received at the rehearsal. Fees should be turned in at St. Patrick's Church office.

14. Dress Code: Due to the sacredness of the Sacrament of Holy Matrimony, St. Patrick's and St. John the Baptist churches promote modesty and dignity in dress for both men and women. This policy guides brides and grooms when choosing attire for themselves and members of their wedding party. In addition, these guidelines apply to mothers, grandmothers, EMHC's, readers, gift bearers, program presenters, and any other women and men in the wedding party. This applies to the rehearsal as well as the wedding. Women must provide for breast and back coverage; deep V necklines or immodest cleavage must be covered with a dress-colored modesty panel. Dresses with completely exposed backs may only be worn with a covering. Strapless dresses may be worn only with the addition of a bolero, shrug, jacket, shawl, tulle, etc. Straps must be no less than 1 ½ inch wide; spaghetti straps are not allowed. Drop shoulders and arm sleeves are not considered straps. **Photos of the proposed bride's dress and the bridesmaids' dresses, both front and back must be submitted to pastor for approval.** If you show up in a dress that is not the approved dress or the approved modification, you will be required to wear one of our shawls or capes. Individuals listed in this part are expected to wear clothing which befits their biological sex. For example, a woman's dress befits the dignity and sacredness of her womb and is therefore only appropriately worn by biological women. Clarifications about this should be directed to the wedding coordinator.

15. 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) ***"First Step to the Altar"*** (page 4)
- (b) a ***refundable compliance*** deposit check of \$400.00. This deposit will be refunded within thirty (30) days after the wedding, unless these policies are violated or damage is done to the church
- (c) a ***non-refundable*** deposit check of \$1,500.00 for St. Patrick's (\$600 balance due one (1) month prior) and \$1,200 for St. John the Baptist (\$600 balance one (1) month prior)
- (d) the signed Wedding Agreement (page 9) and agreement pages 2, 3, 5, 6, 7, 8 initialed and page 9 with agreement signatures

16. "Cold Feet" Clause: Marriage must be entered freely and uncoerced. The obligations of this contract must not be perceived as external pressure upon the bride or groom to proceed with a wedding ceremony against the will or good judgement of the bride or groom. Therefore, in consultation with the pastor, monies will be refunded (minus already-incurred expenses) if one party decides not to proceed with marrying at any time. To avoid this clause from being abused, St. Patrick's reserves the right to take legal action to enforce the financial obligations of this contract against a couple who invokes this clause to cancel their wedding, but later proceeds to marry in a Catholic ceremony within one year of obtaining a refund by invoking this clause.

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

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 confirm your reserved wedding date, St. Patrick's requires:

- The **First Step to the Altar** form (page 4).
- A **refundable compliance deposit** check of \$400.00. It will be refunded within thirty (30) days after wedding.
- A **non-refundable** deposit check of \$1,500.00 for St. Patrick's Church or \$1,200 for St. John the Baptist Church.
- This **signed Contract** (page 9) of the guidelines with **initialed pages** 2, 3, 5, 6, 7 and 8.

Your signature below and initials on pages listed above confirm your agreement to comply with to these guidelines and the attached guidelines for florists, photographers, and music.

Signed contracts for florists and photographers/videographers as well as the music information sheet are due four (4) weeks before the wedding. The balance of the church fee (\$600) and all stipends and fees are due four (4) weeks prior as well.

We, _____ and _____, wish to reserve and confirm St. Patrick's Church or St. John the Baptist Church (circle one) 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)

I agree to inform my florist, photographer and videographer of the guidelines for weddings in the parish. I also agree to pay any additional fees incurred. I acknowledge I may have to surrender my refundable compliance deposit as noted on page 8.

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: _____

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

St. Patrick's Parish

Wedding Preparation: Timeline/Check List

The early preparation:

1. Meet with your parish priest/deacon regarding preparation for the Sacrament of Holy Matrimony. Complete the "First Step to the Altar" (page 4) with the name of your officiant and (if different) the priest/deacon supervising your marriage preparation.
2. Send the "First Step to the Altar" to St. Patrick's wedding coordinator.
3. 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.
4. Mr. Mills or Mr. Warwick will contact you regarding music selections.
5. Select the florist, photographer, videographer and inform them of these policies.
6. Select your wedding party. Please see the guidelines regarding flower girls, ring bearers and number of attendants.

Six (6) months before the Wedding:

1. Marriage preparation with your parish priest or celebrant begins. Make sure that the priest supervising your marriage preparation is aware of all 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.
2. Obtain **newly issued** Baptismal Certificates provided by the Catholic parish in which you were baptized (not earlier 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:

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 stipends and musician fees are due to 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 to St. Patrick's.
4. Finalize music plans with our organist and submit Wedding Music Information sheet (pg 13)
5. Contact Paige Saleun in the office to determine if anything is lacking in your file. If the file is incomplete, delegation will not be given to your officiant.
6. 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.
7. Make sure that you understand all requirements of the State of Louisiana regarding your marriage license.

Two (2) weeks before the Wedding:

The wedding coordinator will schedule a conference call to review all paperwork including processional procedure, readings, transportation, outside of church plans, etc. Please allow thirty (30) minutes for this important review.

One (1) week before the Wedding:

Purchase marriage license no later than 24 hours before the wedding.

Rehearsal:

1. Please insure that everyone arrives FIFTEEN MINUTES before the scheduled rehearsal time. We **WILL** start on time.
2. Plan to bring with you: a) marriage license
b) programs (optional)

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 four (4) 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.** Nothing should be on the aisle floor.
2. Candles are not allowed in the church, other than on the altar, they are a part of the liturgical rite and not used as decorations. Since unity candles are not a part of a Catholic marriage rite, they are not allowed. They are a nice touch at the reception.
3. The following are not allowed: aisle runners, lanterns on the aisle floor, flower petals or anything else sprinkled down the aisle, rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
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 and other flowers decorate the altar from Easter Sunday through Pentecost Sunday. The statues are draped in purple from the fifth (5th) Sunday of Lent through Easter Sunday. Please discuss this with the parish wedding coordinator to understand what decorations to expect. During Advent, flowers must be subdued and during Lent flowers **MUST** be removed or donated 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 may be an additional charge for staff time from the **refundable compliance** deposit. *Florist personnel* should arrive approximately 30 - 45 minutes prior to the wedding and cleanup immediately after the ceremony.
2. **Never use the altar as a worktable to assemble arrangements.**
3. The florist **MUST** label all corsages and boutonnieres individually and provide a matching, detailed list of recipients to the wedding coordinator. The florist will provide two (2) pins for each corsage. The bride/groom will ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party.
4. **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. These arrangements must remain in the church after the wedding. If you take them with you, 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: _____ No. Pew Markers: _____ Other 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 to St. Patrick's office no later than four (4) 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. **The 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 confer with the celebrant and ensure the photographer's understanding of the 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. All camera equipment used during the ceremony must be hand held. During the ceremony (after the entrance procession), refrain from taking photos while standing in front of the center pews, please limit yourself to the side aisles. If you need free-standing flash apparatus for the photos, this may be set up only after the ceremony. During the ceremony, all photography equipment must be hand held. Videography equipment during the ceremony cannot extend above head height.
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. Please be sure to have an organized list of requested photos as to keep within the 15 minutes. If this time allowance after the ceremony is abused, the couple's compliance deposit will be penalized. ALL photos (before, during and after the ceremony) must be taken from outside of the sanctuary. Photographers and subjects must remain outside of the communion rail.
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

Visit this website for more information about your wedding music at St. Patrick's:

<https://oldstpatricks.org/wedding-music-choices/>

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

Rules to be followed:

1. With Mass, you must use a St. Patrick Parish cantor.
2. Secular music is not to be performed or sung in church, either before, during, or after the wedding.
3. Keyboards and guitars are not permitted at St. Patrick's Church.
4. Recorded music of any kind is not permitted.
5. Bagpipes are permitted outside only.

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 twenty (20) 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: _____ (circle one)

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 Information

St. Patrick's Church

St. John the Baptist Church

Return this form to St. Patrick's Wedding Coordinator 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 1st 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/sacraments)

Bride and Groom Sit or Kneel for readings? (circle one)

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 sung YES NO Receiving Gifts Priest Couple

Ring Tray/Holy Water YES NO Eucharistic Minister YES NO

Gospel Read From Pulpit Ambo

St. Patrick's Parish Wedding Party Information

Only first names are necessary, if there is a duplicate, include the last initial.

PROCESSION/ESCORT (relationship of escort):

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: _____ will sit with? _____ Side Seated: BRIDE GROOM Pew #: _____

Adult escort must be prepared to walk down the aisle with child.

Ring Bearer/Age: _____ will sit with? _____ 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? _____ Family in? 1st or 2nd Pew Wedding party in? 1st or 2nd Pew

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

Do you have an outside coordinator? YES NO Are you 2nd Lining? YES NO

Coordinator Company: _____ Name: _____ Mobile: _____

NOTES: