

Our Lady of the Rosary *Catholic Church*

www.ourladyoftherosary-no.com

Wedding Guidelines

Church Address: 3368 Esplanade Ave.

Office: 1322 Moss St.

New Orleans, La. 70119

Office: (504) 488-2659

Fax: (504) 488-6741

We will be diligent in meeting with the Officiant (Priest or Deacon) of our wedding no later than 6 months before the proposed wedding date. Within that 6 month period we will contact the churches of our Baptisms to obtain an “updated certificate of Baptism” to be included with the other paperwork compiled by the Officiant to be turned into the O.L.R. church office. I realize that it is my responsibility to contact the Family Life Office of the Archdiocese (861-6243 or 6245 or familylife@archdiocese-no.org) to arrange a date and time to attend an Engaged Encounter Weekend / Day for the Engaged / Re-Marriage Preparation / Special Marriage Preparation Program (*whichever applies*). If our wedding preparation takes place somewhere other than the Archdiocese of New Orleans, we will inquire about and attend a similar preparation program in the (Arch)Diocese in which we are currently residing. *[On another note: Know that N.F.P., or Natural Family Planning, is the only approved method of regulating childbirth taught by the Catholic Church because the couple’s practice of this method does not exclude God’s co-creative role.]* _____

OFFICIANT

Msgr./Fr./Dcn. _____ HAS ALREADY GIVEN CONFIRMATION THAT HE WILL OFFICIATE OUR WEDDING. We will inform the Officiant that he is to review the wedding policies of the Archdiocese of New Orleans (*O.L.R. office can assist you*) and of Our Lady of the Rosary Parish (*this booklet*) in preparation to faithfully guide our marriage preparation and wedding ceremony. If the Officiant is NOT a Priest or Deacon of the Archdiocese of New Orleans we will obtain the proper information from the church office to gain permission for him to officiate the wedding. If you have chosen a priest or a deacon from another parish to officiate your wedding, he must submit a written request for delegation to perform the wedding. All paper work required by the Archdiocese of New Orleans must be completed and in the hands of the secretary at Our Lady of the Rosary Church no later than four weeks before the wedding so that the paperwork can be reviewed and processed. **We will contact the Officiant of our wedding and make sure he is aware of the requirements above and we will work with the Officiant to submit our paperwork four weeks before our wedding date.**

DRESS CODE

Christian modesty in dress **will be** observed in church. Strapless dresses for the bride and attendants are not permitted in church and such attire is inappropriate for proper practice of the virtue of chastity. The Catechism of the Catholic Church (paragraph 2522) defines modesty in this way: “Modesty protects the mystery of persons and their love. It encourages patience and moderation in loving relationships; it requires that the conditions for the definitive giving and commitment of man and woman to one another be fulfilled. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.” **We promise to use proper discretion in our wedding plans to ensure that no indiscreet clothing is selected as we celebrate the Sacrament of Holy Matrimony in the House of God.** _____

LITURGY

ROLE OF OFFICIANT

The Officiant (Bishop, Msgr., Priest, Deacon) **of the wedding is responsible for properly instructing you about what is liturgically correct in the carrying out of the wedding liturgy.** The Officiant has to follow proper liturgical practice in keeping with the Sacred Books that outline the authentic Sacrament of Holy Matrimony and most importantly the Mass (that is, if you are requesting to have the Mass celebrated as well). The following liturgical guideline, although it speaks specifically to the celebration of the Mass, can also be applied to the Rite of Marriage as well:

“Nevertheless, the priest must remember that he is the servant of the Sacred Liturgy and that he himself is not permitted, on his own initiative, to add, to remove, or to change anything in the celebration of Mass (Vatican Council II, *Constitution on the Sacred Liturgy* #22).”

WEDDING COORDINATORS

To assist the Officiant and to make the wedding run smoothly for yourselves and the bridal party and the congregation, there will be two wedding coordinators assigned to you. The wedding coordinators are parishioners of *Our Lady of the Rosary* parish and will perform an excellent ministry of service to you for the rehearsal and on your wedding day. The fee for their service is **\$60.00** per coordinator (make check out to “Cash”) and is due at least by the last installment for the church. **We are aware that we need to talk to the Officiant regarding the wedding liturgy and that there will be two wedding coordinators present whose fee we are responsible to pay.** _____

REHEARSAL AND WEDDING CEREMONY

REHEARSAL

Weddings are scheduled at Our Lady of the Rosary parish on Friday evenings and on Saturdays. For this reason there will be no rehearsals scheduled on Friday evenings. However, for your own reasons, you may strongly desire to have your rehearsal on the Friday before your wedding. Being the fact that the Archdiocese requires that a couple starts their wedding preparation 6 months prior to their wedding date, you may contact the parish office within 6 months of your wedding and inquire about reserving the Friday evening for your rehearsal IF it is available. {OLR church **will not** book a rehearsal on a Friday night and, by doing so, exclude a man and woman from the opportunity to celebrate the Sacrament of Matrimony.} Until you have requested and are granted a change of day for your rehearsal, you will need to establish a rehearsal time on the Thursday evening prior to your wedding (*a preference of rehearsal time is given according to the order your wedding is booked*). You can plan on your rehearsal lasting around one hour from the time it starts. Due to the popularity of Our Lady of the Rosary church as a “wedding church”, you need to emphasize to your wedding party to be ON TIME for the rehearsal (and especially for the wedding!), since it is very likely there will be a rehearsal after yours. If your rehearsal does not end before the agreed upon hour time frame, the wedding coordinators reserve the right to abruptly end your rehearsal out of respect for the couple waiting for their rehearsal to begin. **We understand the policy of scheduling rehearsals as stated above and we will emphasize to those attending the rehearsal of their obligation to arrive on time out of respect for us and other couples who have their rehearsals scheduled with the church.**

DÉCOR of SANCTUARY AND AISLE

Flower arrangements in Our Lady of the Rosary church are positioned in a particular

way that accents the beauty of an already well appointed church without cluttering the liturgical space. It is the responsibility of the bride and groom to provide flower arrangements for the wedding (unless you state otherwise, it is appreciated if you leave your flowers in church for the weekend Masses). Do not hesitate to call or email the parish office if you need assistance with choosing flowers.

If you decide to use candles to line the aisle, or anywhere in the church, the candles will be drip proof and, due to safety concerns, “hurricane” style globes will be used to enclose the candles. {During the Christmas Season (*December 25th to January 6th*) and the Easter Season the décor of the sanctuary includes some beautiful flower arrangements appropriate to the season. Options can be discussed if you would like to ADD to this arrangement, however, there will be NO removing of flowers from the sanctuary for your wedding if it falls during these times of the liturgical year.} Also, if there are any decorations like bows or ribbons that you would like to hang on side of the pews the use of any kind of tape is FORBIDDEN. These decorations will need to be hung on the ends of the pew with string, yarn, or in some other way that will not harm the pews.

In order not clutter the sanctuary with furniture the bride and groom, best man, and maid/matron of honor will be seated in the sanctuary. Bridesmaids & Groomsmen will be seated in the first pew and, if there are more than 7 attendants, some will be seated in the second pew.

MUSIC and ORGAN USE

Recognizing that the Church building is sacred space the music must communicate this reality as well. Therefore, as soon as you have made your music choices, you must submit a copy of the music selected to the parish office via email (to Mrs. Molly Robicheaux at olroffice1322@catholic.org) or at our office fax number: 504.488.6741. The Music Coordinator for the parish is Mr. Kiley Hyman. His contact number is **504-940-7560** and his email address is **kileymichael64@aol.com**. Kiley has been singing for weddings and other liturgical services for many years now and we are blessed to have him at the parish. The organist for the parish is Mr. Tommy Zanca who can be reached at **504-957-5500** and at **tommy@tommyzanca.com**. Mr. Zanca is an accomplished organist and his is a professional in every sense of the word. All arrangements with musicians and cantors are handled separately and are NOT part of the fee for the use of the church. Although we highly recommend using Kiley and Tommy, we do not require that you do so. We are aware that the music selected must communicate the dignity of the sacred space in which our wedding will be held. Furthermore, we will submit our musical selections to the officiant of our wedding, as well as the parish office, as soon as we have selected them and make sure that those who are playing the music are paid their fees on time. _____

Unity Candle

The use of the unity candle is discouraged because it is an *additional* reminder of the unity of the couple—the blessing and exchange of rings being THE sign of the unity of husband and wife. Nonetheless, if the unity candle is an additional gesture you want to make in the wedding ceremony, you may certainly do so.

We will _____ / will not _____ [check one] have a unity candle in our wedding ceremony.

PHOTOS and VIDEOS

Videos and photography are allowed during the ceremony. We will make sure to inform the photographer(s) and/or videographer(s) to **check with the Officiant prior to the Mass/ ceremony** for particular instructions about the positioning and timing of pictures during the wedding. Occasionally, a couple wishes to remain in church after the wedding ceremony to take pictures in the sanctuary. If you plan on doing this you need to make your intentions known to the wedding coordinators at the rehearsal. The wedding coordinators will only allow a 15 minute window for taking pictures after the wedding, beginning when the photographer takes the first picture. Make sure your photographer is prepared to use the 15 minutes allowed in an efficient manner. We will _____ / will not _____ (undecided _____) [check one] **take pictures in the church following the ceremony. If we are “undecided” then we will let the wedding coordinators know at the rehearsal if we will or will not take pictures in church following the wedding ceremony.** _____

Additional Ceremonial Concerns

No aisle runner of any kind are allowed in the church. Also, inform those planning the wedding that no objects are to be thrown in or around the church, such as rice, flower petals, bird seed, and the like. These objects can be hazardous (e.g. rice on the ground causing someone to fall or soap bubbles making walking surfaces slippery) or can cause staining of the church floor (e.g. flower petals). Alcohol consumption before the wedding is unacceptable and bringing alcohol on church grounds is expressly forbidden before, during, or after the wedding! The use of tobacco is not welcomed in the church and directly outside the entrances of the church. **We have read the information above and we will adhere to these guidelines and pass on the information to our wedding party and those planning the wedding.** _____

CHURCH FEES and LOCATION

If you are not a registered parishioner of Our Lady of the Rosary parish, the fee for use of the church is **\$1,500.00**. If you are a registered parishioner, meaning your

stewardship is evident in your donation of service and/or financial support, the minimum fee is **\$500.00**. In either case, a non-refundable deposit of **\$300.00** is required to reserve your wedding date. Make note that the physical location of the church is **3368 Esplanade Avenue**. It is a good idea to provide this information (and possibly a map?) in your wedding invitation so your family and friends are able to find the church with no problems.

SOME UNIQUE CONVENIENCES Our Lady of the Rosary church provides are three well lit parking lots near the church (two on the Esplanade Avenue and one on Moss St.) providing a safe and spacious area for your family and guests. There is also a handicapped entrance on the east side of the church should any of your guests need such assistance.

Our Lady of the Rosary church is a perfect venue to celebrate the Sacrament of Holy Matrimony and we would be honored if you would share your wedding day with us! If you have not already done so, please do not wait to contact us and make arrangements because our calendar fills up quickly. May God bless you as you strive to make His presence known in the world through His love you share with one another.



Your Signatures: _____

(Bride)

(Groom)

Date Signed: _____

Wedding Date & Time*: _____

***Hurricane Policy:** In the unfortunate event of a hurricane, only if the Mayor of Orleans Parish has declared a **mandatory evacuation**, will there be any refunds issued for the use of the church.

Refunds will be given if:

- a mandatory evacuation is in effect during the time and date your wedding is scheduled.
- it is determined by the Pastor that the Church is not in proper repair for your wedding.

If the mandatory evacuation is lifted for Orleans Parish up to 72 hours before your wedding time, it is expected that you will honor the conditions of this contract.

Hurricane season spans from June 1st to November 30th so, if your wedding falls within these dates, make your plans considering the policy above.