



# Wedding Agreement

Immaculate Conception Jesuit Church  
130 Baronne Street ✠ New Orleans, Louisiana 70112

The faith community of Immaculate Conception Jesuit Church (ICJC) is delighted that you are considering our beautiful historic church for your celebration of the Sacrament of Holy Matrimony. Our every aim is to assist you in preparing a prayerful and joyful celebration. This packet contains important guidelines and policies governing this blessed occasion. Please read them carefully and address all questions or requests for clarification to our Wedding Coordinator.

1. **Preparation:** You are responsible for completing with the priest or deacon of your choice all marriage preparation in accordance with the requirements of the Archdiocese of New Orleans. Please see Appendix A. All paperwork with supporting documentation must be submitted to ICJC no later than **2 weeks prior** to your celebration.
2. **Decorations:** ICJC is an active parish church. Accordingly, the sanctuary will be decorated according to the liturgical seasons and feasts. These decorations are part of any liturgical celebration and will normally remain in place for your wedding. For complete guidelines concerning floral and other decorations, please see Appendix B.
3. **Bridal Parties:** Space limitations as well as liturgical decorum limit your bridal party to no more than 18 persons total, including bride and groom. Any children participating in your bridal party must be at least 4 years of age. All bridal attire must be modest and appropriate to the sacredness of a marriage.
4. **Music:** The sacred nature of your wedding liturgy requires the use of an approved minister of music and the careful selection of appropriate music. Please see Appendix C for details.
5. **Photography/Videography:** The sacred nature of your wedding liturgy demands discreet and professional behavior on the part of recording professionals. Please see Appendix D for details.
6. **Decorum:** Proper respect and decorum are required at all time on parish premises. At no time is eating, drinking, or smoking allowed. Alcohol and individuals under the influence are not allowed on our property. Failure to abide by these guidelines will result in the immediate **dismissal of offending wedding party members**. Failure to leave upon request will delay or cancel the wedding.
7. **Punctuality:** Out of respect for the pastoral assistants involved and also because of electronic surveillance agreements, we must insist that you be prompt for both rehearsal and wedding. **Weddings beginning more than 20 minutes late will be restricted to a Liturgy of the Word and Exchange of Vows.**
8. **Maintenance Disclaimer:** Our church is an historic building. Because weddings may be booked up to 18 months in advance, there may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve the possibility of scaffolding or other materials which can not be removed.

*(continued on following page)*

- 9. **Offering:** In order to cover the costs associated with the use of our church, including utilities, the services of the appropriate pastoral assistants, and an on-site sacristan the day of your wedding, we request an offering of \$2000 from couples celebrating their weddings at ICJC.

Couples who have been **registered parishioners of ICJC for at least one year prior** to their wedding may be eligible for a discounted rate, provided that they have demonstrated an identifiable pattern of sharing their time, talent, or treasure with the parish. Final determination of eligibility is at the discretion of the pastor.

Couples who are students or recent alumni of either Loyola University or Jesuit High School are also eligible for a \$150 discount, provided that they have not already qualified for the parishioner discount.

For all couples, a non-refundable \$900 deposit is required to reserve your wedding date. The balance is due **no less than 30 days prior** to the celebration.

- 10. **Refunds:** If it is deemed necessary for Jesuit Church to cancel a wedding due to circumstances beyond its control (i.e. hurricanes, unforeseeable major repairs or other) we will refund all payments made to the church. No other expenses incurred will be reimbursed.

**We have read and agree to follow all of the guidelines as stated above and as explained on the attached appendices.**

**Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(printed)*

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(printed)*

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



## Appendix A

### The Marriage Preparation Process

Immaculate Conception Jesuit Church

The priest you choose to prepare you for your marriage is responsible for guiding you through the process. Below we summarize for you what this will involve for the Archdiocese of New Orleans and the State of Louisiana.

1. Archdiocesan policy states that you must begin preparing for your marriage with a priest or deacon no less than **six months** prior to your anticipated wedding, preferably with the clergyman who will officiate at your wedding. We are not able to confirm your reservation of the church unless we receive written confirmation from this clergyman.
2. We require that you contact our **Director of Music**, Trish Foti Genco (504-559-8637) before you begin planning any part of your wedding liturgy. Please see Appendix D for more details about music selection.
3. With your clergyman you will need to complete a **Pre-Nuptial Questionnaire**. This will require you to obtain recently issued baptismal certificates for both bride and groom and perhaps the acquisition of certain permissions from the archdiocese.
4. Your preparation will also involve the taking of the FOCCUS survey, an instrument used to help couples to identify aspects of their relationship where greater communication is needed.
5. You will also be asked to participate in an approved **Marriage Preparation Seminar**. (See <http://fla.arch-no.org/marriage1.html>.) Currently there are two options: a day-long seminar and a weekend retreat. We suggest that you reserve a spot on your preferred date as soon as possible since these seminars tend to fill up. A certificate of participation on a seminar must be included among your marriage preparation documents.
6. If you are not a registered parishioner of Immaculate Conception Jesuit Church, your **parish pastor** will have to provide a letter granting his permission for you to be married at our church.
7. The clergyman officiating at your wedding must be registered in the **State of Louisiana** as an authorized minister of marriages. If he is not on staff at Immaculate Conception, he must request in writing **delegation** from our pastor to witness your wedding. If he is not currently working in the Archdiocese, he will have to provide a testimonial **letter of suitability** using the appropriate form, which can be found under the chancery tab at <http://www.arch-no.org/fm/index.php>. The honorarium for your preside is not included in the offering that you will make to the church.
8. Except where noted otherwise above, your completed paperwork, if being prepared by someone other than a Jesuit Church priest, must arrive at our office no less than **one month** prior to your wedding. If you are being prepared outside the Archdiocese of New Orleans, your paperwork will have to clear not only your home chancery, but then also the New Orleans chancery before it will arrive to us. We urge you to allow sufficient time for this processing to occur.
9. It is the responsibility of the couple to obtain from the State of Louisiana a valid **marriage license**. The license should be hand delivered to the officiating clergyman at the rehearsal.



**Appendix B**  
**Floral and Decoration Guidelines**  
Immaculate Conception Jesuit Church

Because of the historic significance of Jesuit Church and the religious import of the wedding liturgy, it is extremely important that all church furnishings be respected. These guidelines will assist you in knowing what is permitted in our church. **Couples are responsible for communicating these guidelines to their florists and returning this signed form to the Parish Coordinator for Sacramental Preparation.**

- Florists may set up no more than **one hour** before the scheduled ceremony.
- Any seasonal decorations placed by Immaculate Conception Church must be left in place.
- Floral arrangements can be placed on the high altar, beside the altar table, and/or at the baptismal font. Under no circumstances are flowers to be placed directly on the altar table. We request that arrangements placed on the high altar be left for our weekend Masses.
- All flower arrangements touching marble or linen are to be placed in **plastic saucers**.
- Floral arrangements are to be brought to the church already assembled. The florist is not to use the altar, sanctuary or vestibule to make arrangements.
- Floral arrangements may be attached to the end of pews or to the pulpit using **ribbons only**. No staples, wire, clamps or tape may be used to attach anything to the pews or to any other church furnishings. Pews and aisles are not to be blocked or cordoned off in any way.
- Unity Candles are not permitted. Other candles or candelabra (with drip-proof globes) are permitted only if **pre-approved**. **By signing below, florists agree to remain on premises for the duration of the wedding so that candelabra can be removed immediately after the wedding. Furthermore, they agree to pay any costs incurred by the church either for professional clean-up of wax spills or for overnight storage of materials not removed within 15 minutes after the wedding.**
- Rice, confetti, bubbles, seeds, petals, etc. are not allowed inside or outside the church.
- Aisle runners are not allowed.
- It is the responsibility of the florist and/or wedding party to remove any decorations attached to the pews immediately after the ceremony along with flower boxes and other refuse.

**PROFESSIONALS IGNORING THESE GUIDELINES RISK LOSING PERMISSION TO SERVICE WEDDINGS AT ICJC.**

**We agree to follow all decorating guidelines as stated above.**

**Bride:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Groom:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Florist:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Appendix C Wedding Music Guidelines Immaculate Conception Jesuit Church

Every aspect of your wedding celebration has as its **primary purpose** the engagement of those assembled in active prayer and worship of God. For this reason, only sacred music is appropriate to the occasion.

Furthermore, all sacred music used within a wedding celebration must also be **liturgical**, that is, it must contribute to the active participation and prayer of the assembly. As a result, not all sacred music is appropriate to the celebration and not every song is appropriate to every moment. To ensure the best possible liturgical experience, therefore, all selection and placement of music must be approved by our **Director of Music**, Trish Foti Genco ((504) 559-8637 / [tgenco@aol.com](mailto:tgenco@aol.com)).

Because the purpose of the wedding is the active engagement of the assembly, ICJC also requires the participation of **an official ICJC cantor and organist** at all weddings, even those at which a Nuptial Mass is not celebrated. Minimally, cantors will sing the responsorial psalm, the Gospel Alleluia, and the gathering hymn. Of course, if you wish they will also lead the assembly in other singing, as well as through meditative song. Our musicians are listed on the following page. Employing them assures the quality of your liturgy and also helps to provide living wages for those who minister in the Church.

In addition to an ICJC cantor, you are certainly free to engage **outside soloists** for prelude, processional, and/or other meditative music, always within the limitations of liturgical and parish norms. If you plan to employ an outside vocalist, s/he will need to be approved by our Director of Music and will be responsible for providing appropriate music to our organist. Please note that the organist receives an additional \$50 rehearsal fee per hour for any rehearsals required with outside singers or musicians.

Since wedding rehearsals are intended for the blocking of the wedding ceremony (who stands where, etc.), the organist and cantor do not attend. However, if you'd like the organist to attend your wedding rehearsal at the church, and s/he is available to do so, an extra fee of \$50 per hour will be required.

In order to encourage participation we also encourage the use of **worship aids/programs** for your celebration. Both the Coordinator of Sacramental Preparation and the Director of Music are available to proofread a draft copy of your program for accuracy. Final copies should be approved by the Director of Music.

Finally, musician fees are **not** included in the Church Offering. Separate checks should be made payable to each individual musician and sent **in one envelope to Trish Foti Genco**, Music Director, Immaculate Conception Church. Please contact her at [tgenco@aol.com](mailto:tgenco@aol.com) or 504-481-3489 for the proper mailing address. Payment is due to her **one month** prior to the wedding.

**We agree to follow all music guidelines as stated above.**

**Bride:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Groom:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Wedding Musicians

ICJC cantors, accompanied by at least an organist, will lead the congregational singing at your nuptial liturgy.

- **Organists:** Three organists currently serve the ICJC faith community. Unless they are unavailable, one of them will serve as your wedding organist. Mrs. Genco will assist you in selecting the organist best suited to the music you have selected.
- **Cantors:** Three cantors currently serve the ICJC faith community. Except under extraordinary circumstances or unless you prefer a male vocalist, one of them will serve as your wedding cantor. It is important that you select a cantor whose voice is suited to your songs. Mrs. Genco, music director, can send Mp3s upon request.
- **Other Instrumentalists:** Upon request, Mrs. Genco will also assist you in finding competent musicians to meet your other needs. Typical instruments have included trumpet, flute, strings, and harp.
- **Fees:** Musicians' fees are not included in the offering you pay to the parish. The stipend for musicians is **\$300 each**. A non-refundable deposit of \$100 is required in order to secure each musician and the balance of total fees is due 30 days prior to your wedding. Separate checks should be made payable to each musician and sent **in one envelope to:** Trish Foti Genco, Music Director, Immaculate Conception Church. Please contact her at [tgenco@aol.com](mailto:tgenco@aol.com) or 504-559-8637 for the proper mailing address.

## Appendix D

### Photographic / Videographic Guidelines Immaculate Conception Jesuit Church



Given the sacred nature of the marriage celebration, professional photographers and videographers must be very careful not to disrupt the flow of the liturgy or distract those in attendance. For the purpose of this document “professional” will be used to refer to anyone recording your ceremony. Couples are responsible for communicating these guidelines to professionals and for returning this signed form to the Parish Coordinator for Sacramental Preparation.

- Professionals must not be conspicuous nor obstruct any of the proceedings. **At no time should they stand in the aisle or enter the sanctuary.** No flash is to be used once the procession is over.
- Professionals are to follow the directives of the **Wedding Coordinator** at all times concerning where s/he may stand or move.
- No equipment is allowed in the sanctuary. Video cameras may be stationed to the side of the sanctuary provided they remain **immobile**.
- No photos are allowed in the sanctuary once the prelude music has started. At this time all members of the bridal party must be in their respective places in order for the liturgy to begin.
- Time permitting, the Wedding Coordinator may allow pictures to be taken once the liturgy is complete. Out of respect for church staff, photographers must complete their work within **15 minutes** of the end of the liturgy.
- Photographers and videographers need to be considerate of each other when positioning themselves for picture taking. One is not to obstruct the view of the other.

**PROFESSIONALS IGNORING THESE GUIDELINES RISK LOSING PERMISSION TO SERVICE WEDDINGS AT ICJC.**

We agree to follow all recording guidelines as stated above.

**Bride:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Groom:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Videographer:** \_\_\_\_\_

**Date:** \_\_\_\_\_