

Wedding Guidelines

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, Mrs. Julie Vanderbrook** (jvand01@aol.com or 504.442.2622).

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. All paperwork with supporting documentation must be submitted to ICJC no later than **1 month prior** to your celebration. For more complete directions, please see **Appendix A**.
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. Our **Director of Liturgy** will assist you in planning your wedding celebration and in music selection. Please see **Appendix C**.
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 in or around the church. 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, we request an offering of \$2500 from couples celebrating their weddings at ICJC. This offering will cover the cost of utilities, security, wedding coordination, music planning, cantor, organist, and sacristan.

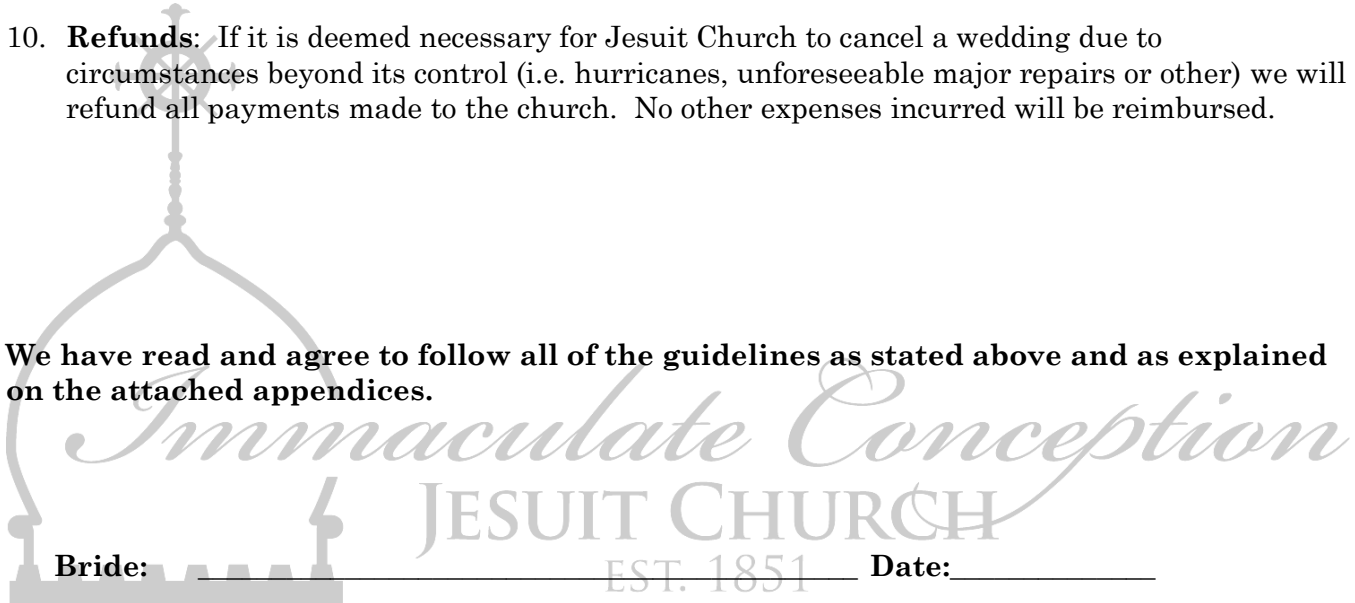
Couples who have been registered parishioners of ICJC for **at least one year prior** to their wedding may be eligible for a discounted rate, provided that they have demonstrated an **identifiable pattern of sharing** their time, talent, or treasure with the parish. Final determination of eligibility 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 \$1000 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 wedding, preferably with the clergyman who will officiate at your wedding. We are not able to confirm your reservation of the church until we receive written confirmation from this clergyman. The honorarium for your presider is not included in the offering that you will make to the church.
2. We urge that you contact our **Director of Liturgy** before planning any part of your wedding liturgy. Please see Appendix C for more details.
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/preparation.php>). 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 ICJC, 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, he can do so through any Clerk of Courts office. The Archdiocese offers to facilitate this process by providing on its website (www.arch-no.org) in its section of downloadable documents an Officiant Registration Form (see Chancellor folder).
8. If your clergyman is not on staff at ICJC, he must also request in writing **delegation** from our pastor to witness your wedding.
9. If your clergyman 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 in the downloadable document section of its website (www.arch-no.org) in the **Chancellor** folder.

10. Except where noted otherwise above, your completed paperwork, if being prepared by someone other than a ICJC 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 also the New Orleans chancery before it will arrive to us. We urge you to allow sufficient time for this processing to occur.

11. 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.No wedding can take place without a license.



We have read Appendix A and we understand what is required of us by church and civil law in order for our marriage to take place as Immaculate Conception Jesuit Church.

Bride: _____

Date: _____

Groom: _____

Date: _____

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 Wedding Coordinator.**

- 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. 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 Liturgy, Ms. Patricia Crowley** ((504) 529-1477 x 226) or pcrowley@jesuitchurch.net).

Because the purpose of the wedding is the active engagement of the assembly, ICJC requires the participation of **an official ICJC cantor and organist** at all weddings, including those at which a Nuptial Mass is not celebrated. The services of these ministers of music are included in the \$2,500 offering requested for the church. 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 offer meditative song. 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 free to engage **outside soloists** for non-congregational singing, 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 Liturgy and will be responsible for providing appropriate music to our organist.

In addition to an **ICJC organist**, you are also free to engage **outside instrumentalists**. The Director of Liturgy will assist you with the procurement of these musicians.

All additional musicians are to be considered independent contractors. Their fees are **NOT** included in the offering you make to the parish. The Director of Liturgy can assist you with referrals, but all arrangements and payments concerning outside musicians will be **your responsibility**.

In order to encourage participation we also encourage the use of **worship aids/programs** for your celebration. The Director of Liturgy is available to proofread a draft copy of your program and should approve your program before you print it.

We agree to follow all music guidelines as stated above.

Bride: _____

Date: _____

Groom: _____

Date: _____

Appendix D
Photographic / Videographic Guidelines
Immaculate Conception Jesuit Church

Given the sacred nature of the marriage celebration, professional photographers and videographers (professionals) must be careful not to disrupt or distract those in attendance. **Couples are responsible for communicating these guidelines to professionals and for returning this signed form to the Wedding Coordinator.**

Professionals must sign this document and initial each of the individual stipulations. **FAILURE TO ABIDE BY THESE GUIDELINES WILL LEAD TO RESTRICTIONS FOR FUTURE WEDDINGS**

INITIALS

- _____ • Professionals are to follow the directives of the **Wedding Coordinator** at all times concerning where s/he may stand or move.
- _____ • 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.
- _____ • 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. Typically this allows for 4-5 photographs.
- _____ • 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.

We agree to follow all recording guidelines as stated above.

Bride: _____ **Date:** _____

Groom: _____ **Date:** _____

Photographer: _____ **Date:** _____

Videographer: _____ **Date:** _____