

# SHRINE OF OUR LADY OF PROMPT SUCCOR NEW ORLEANS

## SACRAMENT of MARRIAGE DIRECTIVES

### 1. AVAILABILITY

The Shrine of Our Lady of Prompt Succor is available for administering the sacramental RITE OF MARRIAGE for Ursuline Alumnae and their immediate family members, and for anyone who may have a direct link to the Academy, to the Shrine or to the Ursuline Sisters.

In accordance with sacramental marriage preparation policies set forth by the Archdiocese of New Orleans and in the Roman Catholic Dioceses of Louisiana, a couple must begin preparation for marriage **at least six months in advance** of the wedding date. Exceptions to this policy will be made only in light of serious extenuating circumstances.

Weddings are scheduled on FRIDAYS at 7:00 p.m. and on SATURDAYS, between the hours of 1:30 and 7:00 P.M. with the following EXCEPTIONS:

- The weekend before Mardi Gras;
- The weekend before Easter Sunday;
- Dates that conflict with Ursuline Academy scheduled activities: The Friday nearest to October 21 (Rally Night); the second Friday and Saturday in November (*La Fête*); and the second or third Saturdays in May (depending upon the Academy's Graduation schedule).

Please call or e-mail the Wedding Coordinator to check availability:

**Mary Lee Berner Harris**  
504.473.6750  
[weddingsolps@gmail.com](mailto:weddingsolps@gmail.com)

### 2. FEES

The RENTAL fee for use of the Shrine is \$1,300.00 for alumnae and \$1,450.00 for all others with direct ties to Ursuline Academy or the Ursuline Sisters. (This includes the payments to the sacristans, coordinator and to the security guard for their services during the rehearsal and during the wedding. It does not include the offering(s) to the Presider(s) [priest(s) or deacon(s)] at the wedding ceremony; this is the responsibility of the bride and groom.).

- A DEPOSIT of \$500.00 is required when you send in the *INFORMATION FORM FOR RITE OF MARRIAGE* in order to officially secure the date and time for your wedding and rehearsal;
  - Please make all checks payable to *Shrine of Our Lady of Prompt Succor* (Please include the date of the wedding on the check);
- The BALANCE must be paid in full two months prior to the wedding date;
- PLEASE NOTE: The above fees DO NOT include a stipend you will need to provide for the Presider's (Priest or Deacon) services; please consult him re. this offering;

- **CANCELLATIONS** do occur for various reasons. If there is a need to cancel the reservation, reimbursement will be as follows:
  - **Before one year prior to the scheduled wedding date: All but \$50;**
  - **Before six months prior to the scheduled wedding date: All but \$100;**
  - **Within six months prior to the scheduled wedding date: All but \$200.**

### 3. INFORMATION FORM FOR RITE OF MARRIAGE

Please complete the *INFORMATION FORM FOR RITE OF MARRIAGE* and return it as soon as possible along with the deposit **in order to reserve the dates and times of your wedding and wedding rehearsal.**

- Please SIGN the form with the agreed upon dates and times for the wedding and the wedding rehearsal, along with the name of the Presider. **The Shrine will not be reserved, nor the dates confirmed until the completed form and deposit are received by the Shrine of Our Lady of Prompt Succor;**
- Please mail both to: **Wedding Coordinator  
Shrine of Our Lady of Prompt Succor  
2734 Nashville Avenue  
New Orleans, Louisiana 70115**
- *If you have any special, additional ceremonial requests, please consult the Wedding Coordinator who will need to obtain the approval of the Shrine Director and the Sacristan. (Some of these may incur additional costs.)*

### 4. PRESIDER, PREPARER & PREPARATION

#### It is the responsibility of the Bride and Groom

- To secure a priest or deacon to **Preside** at the wedding as soon as you learn that your desired date is available. Please provide his name and contact information on the *INFORMATION FORM* before sending it in with your deposit. (If your Presider will not be the one preparing you to receive the Sacrament, please include the name of your **Preparer.**) The Shrine of OLPS can provide you with a contact list of priests or deacons who have presided at weddings at the Shrine in the past, if needed;
- To provide the priest or deacon with the **REQUEST FOR DELEGATION FOR PRIESTS/DEACONS WITNESSING WEDDINGS IN HOLY NAME OF JESUS PARISH NEW ORLEANS** form. (For a priest or deacon located outside of Louisiana: Please be sure that he applies with the STATE to OFFICIATE at a wedding in Louisiana.);
- To make sure that you comply with and fill out the information for which you are responsible on the *REQUEST FOR DELEGATION* form when giving it to your priest or deacon, i.e. obtaining required documents and providing the address to which you want your Marriage Certificate sent;
- To make arrangements with your **Preparer...** priest, deacon or with the **Family Life Apostolate Marriage Preparation Office** to prepare to receive the Sacrament of Marriage (formerly known as Pre-Cana instruction) to begin **at least six months** prior to

wedding: Deacon David Dawson, Director, or Mrs. Cathy Francis, Assistant @ 504.861.6243 or [flasec@arch-no.org](mailto:flasec@arch-no.org) or for more information or to schedule classes online: <https://www.arch-no.org/offices/family-life-apostolate>

**Special arrangements for the exchange of vows or for non-liturgical readings or music** must be pre-approved by the Presider **and** the Shrine Director during the preparation period.

**PLEASE NOTE:** The Shrine Rental fees DO NOT include a stipend you will need to provide for the Presider's (Priest or Deacon) services; please consult him re. his offering. You might also inform the priest that vestments are available for his use; however, it is recommended that he bring his own alb.

**It is the responsibility of the PRESIDER and PREPARER (If different from the Presider)**

- To obtain the necessary permission from the Archdiocese of New Orleans Chancery Office and/or the Parish Church (Holy Name of Jesus) by sending in the completed **REQUEST FOR DELEGATION FOR PRIESTS/DEACONS WITNESSING WEDDINGS IN HOLY NAME OF JESUS PARISH NEW ORLEANS** to:

**HOLY NAME of JESUS PARISH CENTER**  
6220 LaSalle Place  
New Orleans, Louisiana 70118  
Attention: EDWA STEWART (504.865.7430 or [estewart@hnjchurch.org](mailto:estewart@hnjchurch.org))

- **To complete all the Preparatory Steps and appropriate Forms that are required by the Archdiocese of New Orleans**
  - Before DELEGATION is issued to the Presider, the Preparer must, along with the engaged couple, see that
    - The Pre-Nuptial Inquiry has been completed;
    - The FOCCUS Inventory and Assessment has been administered;
    - Permission from the bride's or groom's church parish to marry outside of her or his parish has been obtained;
    - Certified (dated within 6 months of wedding) Baptismal Certificates from the churches in which the bride and the groom were baptized have been obtained;
    - Confirmation that the couple has received a "Certification of Completion" of an Engaged Encounter or Days for the Engaged marriage preparation;
    - No obstacles exist that would prevent the marriage from taking place. If there are, he must obtain any Special Permissions or Dispensations required.
- **To those Presiders (priests or deacons) who live and minister outside of the Archdiocese of New Orleans:** Please attach a "Letter of Suitability" from your own Diocese;

- **To those Presiders (priests or deacons) who live and minister outside of Louisiana:** Please be sure that you apply with the STATE to OFFICIATE at a wedding in Louisiana. The Archdiocese of New Orleans' Office of Family Life and Marriage Preparation can help you with this process. Please call 504.861.6243 or email [flasec@arch-no.org](mailto:flasec@arch-no.org).

**For the PREPARER OUTSIDE of the Archdiocese of New Orleans:**

If you are a Presider or a Preparer who has prepared the couple for the Sacrament of Marriage OUTSIDE of the Archdiocese of New Orleans, all of the required documentation must be first sent to your local Diocese's Chancery Office of Family Life and Marriage Preparation for approval. That Office must then forward approval and all documents to:

**The Archdiocese of New Orleans' Chancery Office of Family Life and Marriage Preparation**  
 504.861.6243 / fax: 504.866.2906  
[flasec@arch-no.org](mailto:flasec@arch-no.org)  
 7887 Walmsley Avenue  
 New Orleans, Louisiana 70125

The New Orleans Chancery Office will then send all of the paperwork to the Pastor of Holy Name of Jesus Parish and to the Shrine of Our Lady of Prompt Succor.

- **Important Note:** When all of the required documentation has been turned in by OLPS to Holy Name of Jesus Parish Church, the Pastor will grant Delegation. The Pastor of Holy Name of Jesus Parish requires that ALL documents be turned in at least **ONE MONTH PRIOR** to the date of the wedding, or there is a possibility that this wedding may not take place in the Shrine of Our Lady of Prompt Succor.

Thank you for your cooperation and prompt attention to these essential steps in preparing to receive the Sacrament of Marriage.

## **5. REHEARSAL**

Rehearsals (dates and times) are usually scheduled on the Thursday or Friday evenings before the wedding and **are conducted by the Shrine's Sacristans** in accordance with rules of reverence and respect for the use of sacred places.

Please send in your *REHEARSAL FORM* as soon as your ceremonial plans are completed and please adhere to the following guidelines:

- The rehearsal may be scheduled to begin between 5:45 and 6:45 p.m.;
- The rehearsal shall not exceed one hour and must be completed by no later than 8:00 p.m.; please ask your wedding party to be on time as the Shrine will be closed and locked at 8:00 p.m.

*If it is not possible to schedule your rehearsal on the above suggested days or times, or if you have any special, additional ceremonial requests, please consult the Wedding Coordinator who will obtain the approval of the Shrine Director and the Sacristan.*

## 6. CIVIL MARRIAGE LICENSE

Prior to the wedding, the bride and groom must obtain a Civil Marriage License, which is to be given to the Presider before the ceremony begins either at the rehearsal or beforehand. The bride and groom must apply in person to the:

### **Orleans Parish Marriage License Office**

Benson Tower, 1450 Poydras St., Suite 407

New Orleans, LA 70112

Marriage License Fee: \$27.50 (Cash, Checks, Money Orders-NO Credit Cards)

(504) 539-5116

8:15 a.m. - 3:15 p.m. / M - F (excluding State holidays)

## 7. ALTAR SERVERS

It is not necessary to have altar servers, but if the bride and groom wish to have servers, or if the Presider requires them, it is the couple's responsibility to make the arrangements with the Presider. The servers should be told to bring the proper attire with them and they should attend the Rehearsal.

## 8. MINISTERS OF MUSIC

The selection of music ministers (organist, pianist, instrumentalists, vocalists, etc.) is the responsibility of the bride and groom. If needed, the Shrine of OLPS can provide you with a contact list for those musicians who have performed in the Shrine of OLPS in the past.

- Musicians are allowed to practice at the wedding rehearsal or to arrive one hour prior to the wedding to rehearse, if needed; arrangements to practice at any other time must be made by the bride and groom in advance with the Wedding Coordinator who will obtain the approval of the Shrine Director;
- It is expected that sacred or liturgical music will be chosen. If the couple desires an exception, it must be approved by the Presider **and** the Shrine Director **three months** prior to the wedding. The Wedding Coordinator can provide a list of suggestions for you, if requested.

## 9. SHRINE ENVIRONMENT

The Shrine of Our Lady of Prompt Succor is not only a sacred place; it is a work of art. Its use is allowed with the understanding that its preservation will be honored. You are kindly asked

- That all of those involved in creating the appropriate setting for your wedding (florist, decorator, photographers, wedding planner, musicians, etc.) know and will be respectful of the guidelines that have been established;
- That all members of the wedding party and guests respect the sanctity of the Shrine with reverent behavior and quiet;

- That the bride and her bridal party refrain from wearing strapless gowns;
- That NO adhesive tape, tacks, staples, or nails of any kind be used on the pews, altars, walls, etc. to attach ribbons, decorations, etc.
- **Seating Capacity:** The outside chapel of the OLPS Shrine contains 21 pews plus the head pew on each side of the main aisle, seating approximately 320-330 guests. The inside chapel of the Shrine approximately seats another 250 guests.

## 10. DÉCOR AND ENVIRONMENT OF THE SANCTUARY

Whatever is desirable and **appropriate** is permitted in the Sanctuary. You are asked

- That flower arrangements obtained for the **main altar** be left after the ceremony as a Shrine offering;
- That the wedding planner and photographers respect the sanctity of and do not enter the sanctuary;
- That the wedding party understands that **ONLY** the Bride and Groom and the Maid of Honor and Best Man are allowed in the sanctuary during the ceremony.

A kneeler is provided for the bride and groom only; chairs will be provided for the Maid of Honor and the Best Man.

## 11. SPECIAL NOTES FOR THE FLORIST

- If the florist needs to make a site-visit to the Shrine **prior** to the day of the wedding, arrangements must be made with the Wedding Coordinator (date, time); no one will be available to handle such requests without a scheduled appointment;
- Special arrangements must be made with the Wedding Coordinator for permission to use additional candles or candelabra, other than those already provided on the altars;
- On the day of the wedding, the florist will be allowed entry to the Shrine only through an appointment made with the Wedding Coordinator and/or Sacristan in advance;
- Florists are not allowed to schedule delivery during the regularly scheduled 11:30 a.m. Saturday Mass nor during the 5:00 p.m. Friday evening Mass;
- Special note! Poinsettias decorate the church and will not be removed during the Christmas week, December 24 – January 6. Altar arrangements will not be required by the bridal couple during this time. Please plan accordingly;
- Immediately after the wedding, all extraneous decorations (shrubs, palms, candles, etc.) must be removed by the ASSIGNED FLORIST.

## 12. SPECIAL NOTES FOR THE PHOTOGRAPHER/VIDEO CAMERA PROFESSIONAL

- Photographers and video camera personnel **will not be allowed to enter the sanctuary** during the ceremony out of respect for the sacredness of the Sacrament of Matrimony and the holiness of the moment of commitment (vows);
- If photographs are to be taken in the Shrine following the ceremony, arrangements must be made in advance with the Wedding Coordinator and/or Sacristan; the wedding party is asked to limit the time from 20 to 30 minutes.

## 13. MISCELLANEOUS

- Because of limited space, you are asked to limit the number of attendants to a maximum of six (6) each (bridesmaids and groomsmen) excluding and in addition to the Maid of Honor and Best Man. The bridesmaids and groomsmen will be seated in the first pew on each side of the main aisle; the Best Man and Maid of Honor will be seated in the Sanctuary;
- Exceptions to this rule must be approved by the Wedding Coordinator and/or Sacristan prior to the rehearsal with the understanding by the bride and groom that their attendants may have to be seated in the first two pews on each side of the main aisle;
- The throwing of rice, confetti, birdseed, and the like is not allowed on the premises;
- For the safety of the bride and groom, their wedding party and guests, aisle runners in the chapel or on the outside steps and an outside canopy are not permitted;
- Please contact the Wedding Coordinator with any other questions or concerns: [weddingsolps@gmail.com](mailto:weddingsolps@gmail.com)/504.473.6750/Mary Lee Berner Harris, Coordinator.

**May the love of God bless both of you!**