

## Wedding Guidelines Holy Name of Jesus Church Parish Office

The faith community of Holy Name of Jesus Church (HNJ) 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 Director, Mrs. Elizabeth Broekman (weddings@hnjchurch.org)

- 1. Preparation** You must have the name and contact info of your priest in order to confirm the church. 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 HNJ no later than one month prior to your celebration. The couple is also responsible for obtaining a Louisiana Marriage License. For more complete directions, please see Appendix A.
- 2. Decorations** HNJ is an active parish church, and the sanctuary is decorated according to 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. Wedding Parties** Space limitations as well as liturgical decorum limit your wedding party to no more than 18 persons total, including bride and groom. Any children participating in your wedding party should be at least 3 years of age. All bridal attire must be modest and appropriate to the sacredness of a wedding liturgy.
- 4. Music** The sacred nature of your wedding liturgy requires the use of approved ministers of music and the careful selection of appropriate music. Our Wedding Music Coordinator will assist you with music selection. We urge you to be in contact with her before planning any aspect of your liturgy. Please see Appendix C.
- 5. Photography/Videography** The sacred nature of the wedding liturgy also 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 times 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 parish staff and for other scheduled events, wedding parties must be prompt for both the rehearsal and the wedding ceremony. Weddings beginning more than 20 minutes late will be restricted to a Liturgy of the Word and Exchange of Vows. You will have reserved parking in front of the church. See Appendix E for Limousines.

**8. Maintenance Disclaimer** Our church is an historic building. 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 cannot be removed.

**9. Offering** In order to cover the costs associated with the use of our church, we request an offering from each couple. This offering covers utilities and other building costs:

- a. **Non Parishioners** Fee is \$1750 for the church rental
- b. **Alumni of Loyola University** (New Orleans) are eligible for a reduced rate of \$1250, provided that they have not already qualified for the parishioner discount.
- c. **Parishioners** Couples who have been registered **parishioners** of HNJ for at least one year prior to booking their wedding may be eligible for a reduced rate of \$800 , 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.

**Deposit** For all couples, a non-refundable deposit is required to reserve your wedding date. This is one half (1/2) of the church offering. At the time of confirming your date you must include

- a. Application
- b. Signature page from these guidelines
- c. Deposit Check of 1/2 the church fee made payable to Holy Name of Jesus Church
- d. Wedding Director Check \$250 made payable to Elizabeth Broekman
- e. Music Coordinator Check \$125 made payable to Colleen Maher

**Balance** The balance for the church is due no less than 3 months prior to the celebration.

The organist, cantor and other musicians are all to be treated as individual contractors. Their fees are due three months prior to the ceremony. Checks are to be made out in their names and handed over or mailed to the Wedding Director who will distribute these checks to the parties involved.

- a. Organist \$250 Made Payable to Jonathan Szymanski
- b. Cantor \$250 Made Payable to Cantor (Name to be determined later)
- c. Any remaining musicians (violinist, cellist, trumpeter, etc)

**10. Refunds** If the wedding party cancels the wedding for any reason, the deposit is nonrefundable. If it is deemed necessary for Holy Name of Jesus Church to cancel a wedding due to circumstances beyond its control (e.g. hurricane, unforeseeable major church repair) we will refund all payments made to the church. No other expenses incurred will be reimbursed.

**11. Wedding Event Planners.** We are very appreciative of help when needed. However, in order to ensure that the guidelines of Holy Name of Jesus Church and the Catholic rite of marriage are followed, the Holy Name Wedding Coordinator will direct the rehearsal and wedding. Outside planners will not be allowed to direct any portion of the wedding and must abide by all guidelines enforced by the church.

## Appendix A The Marriage Preparation Process

The priest or deacon you choose to prepare you for 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. A donation to your presider is not included in the offering that you make to the church.
2. 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. Sometimes a special dispensation might be required. Your priest will guide you through this process if he determines that it is necessary
3. 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.
4. You will also be asked to participate in spiritual preparation under the guidance of your priest. Among the possibilities are a day-long seminar, a weekend retreat and/or a series of meetings with a trained mentor couple over a period of months. Your priest may require that you participate in a specific program. A certificate of participation must be included among your marriage preparation documents.
5. If neither the bride nor groom is a registered parishioner of HNJ, the parish pastor of one (who is a Catholic) will have to provide a letter granting his permission for the wedding to take place at our church.
6. 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 must follow the instructions for officiant registration, which can be found under the chancellor tab of the Archdiocesan website at <https://www.arch-no.org/chancellor>
7. If your clergyman is not on staff at HNJ, he must also request in writing delegation from our pastor to witness your wedding.
8. If your clergyman is not currently working in the Archdiocese of New Orleans, he will have to provide a testimonial letter of suitability, using the appropriate form which can be found under the chancellor tab at <https://www.arch-no.org/chancellor>
9. If you are being prepared by someone other than a priest on the HNJ staff, your completed paperwork must arrive at our office no less than one month prior to your wedding. If you are being prepared outside of New Orleans, your paperwork will have to clear not only your home diocese, but also the New Orleans Archdiocese before it will be forwarded to Holy Name. We **urge** you to allow sufficient time for his processing to occur.

10. It is the responsibility of the couple to obtain from the State of Louisiana a valid marriage license, issued no more than 30 days before the ceremony and no fewer than 24 hours before the ceremony. The license should be hand delivered to the officiating clergyman at the rehearsal. No wedding can take place without a license. It may be obtained in any parish in the state of Louisiana. [Click Here for](#) the link to the Orleans Parish site.

The Following Pages are for you to read and your responsibility to give to your vendors.

## **Appendix B Floral and Decorations**

Because of the historic significance of Holy Name of Jesus Church and the religious import of the wedding liturgy, it is 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.

- Unless prior permission has been given by the Wedding Coordinator to do otherwise, florists may set up no more than one hour before the scheduled ceremony.
- Any seasonal decorations placed by HNJ must be left in place. (Easter Lilies, Christmas Poinsettias)
- Floral arrangements can be placed on the high altar (where the Blessed Sacrament is reserved), on each side – but not directly on – the Mass altar. We are most appreciative when flower arrangements are left after the wedding as a gift for our weekend Masses, however this is not mandatory.
- 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, but no staples, wire, clamps or tape may be used to do so. 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. Florists must 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. Aisle candles must be in drip proof containers and may not sit directly on the floor.
- 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 HNJ

## Appendix C Music

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 Wedding Music Coordinator, Ms. Colleen Maher (cmaher@hnjschool.org).

HNJ requires the participation of the HNJ organist and one of its cantors at all weddings, including those at which a Nuptial Mass is not celebrated. Minimally, the cantor will sing the responsorial psalm and the Gospel Alleluia. Of course, if you wish, the cantor will also lead the assembly in other singing, as well as offer meditative song. During the ceremony, cantors are located in the sanctuary on the Loyola side.

Subject to the review and approval of the Wedding Music Coordinator, you are free to engage outside soloists for non-congregational singing, as well as additional musicians, to supplement the services of the HNJ cantor and HNJ organist. (Please do not contract any outside musicians without first consulting with the HNJ Wedding Music Coordinator.) Added musicians are responsible for providing, as necessary, appropriate music to the HNJ organist. Also, if the added musicians have not worked before with the HNJ organist and HNJ cantor, it may be necessary for there to be a music rehearsal, the cost of which is the responsibility of the wedding couple.

All musicians including the organist and the cantor are assigned to the church to perform at Holy Name Weddings are to be considered independent contractors. Their fees are NOT included in the offering you make to the parish. Although the HNJ Wedding Music Coordinator may be able to assist you with referrals, all arrangements and payments concerning outside musicians will be your responsibility. They are to be paid directly by the wedding party to the performer, with a check made out in the performer's name.

In order to encourage participation at their ceremony, couples will often choose to create a worship aid (program) for their celebration. While the Wedding Music Coordinator will be happy to review a draft copy of your program, the design and printing of the program are the responsibility of the couple.

## Appendix D Photographer / Videographer

Given the sacred nature of the marriage celebration, photographers and videographers must be careful not to disrupt or distract those in attendance. Couples are responsible for communicating these guidelines to their photographer and/or videographer. Failure to abide by these guidelines will lead to restrictions for future weddings.

- Professionals are to follow the directives of the Wedding Coordinator at all times concerning where they 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.
- Flash photography may be used only during the entrance and exit processions.
- 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 immediately after the conclusion of the liturgy. 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. They are not to obstruct each other's views.

## Appendix E Limousines

- Reserved parking will be provided in front of the church for limos, limo buses, cars, etc that you will be using for your transportation. Limousines and buses may not block any parking places in Loyola's horseshoe or any driveways of Loyola University. These driveways must be accessible by Jesuit priests at all times. In the event that it is raining, limousines may drop off at the red canopy in the horseshoe then park in the front.
- When booking your limousine, please allow for 2 and 1/2 hours to allow for transportation to the church, the mass (one hour), and photos after 15 minutes and transportation to the reception. It is the couple's responsibility to communicate to the limo driver if you are taking photos after the ceremony.

# Please return this portion with your application and checks to

6220 LaSalle Place New Orleans, LA 70118  
504.865.7430

I have read and agree to abide by the guidelines set forth by Holy Name of Jesus Church

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**Printed Bride's Name**

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**Printed Groom's Name**

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Signature Bride

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Signature Groom

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Date and Time of Wedding

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Date and Time of Rehearsal