

# Our Lady of the Rosary Catholic Church

*www.olr-nola.org*

## *Wedding Guidelines*

**Church Address: 3368 Esplanade Avenue**

**Parish Office Address: 1322 Moss Street**

**New Orleans, Louisiana 70119**

Office: (504) 488-2659 / 488-2650

Fax: (504) 488-6741

Email: [office@olr-nola.org](mailto:office@olr-nola.org)

The Sacrament of Matrimony is a sacred ceremony expressing and celebrating the faith of the couple being married and the entire community of faith.

Weddings at Our Lady of the Rosary Church are held on Friday evenings at either 6:30pm or 7:00pm. On Saturday, weddings are scheduled at either 12:00pm; 12:30pm; 1:00pm; 6:30pm; or 7:00pm - except for the Church's Holy Days of Obligation, other special liturgical days, holidays, or other special events.

**Wedding Rehearsals are scheduled for the Thursday prior to your wedding at either 6:00pm or 7:00pm.** The wedding rehearsal lasts approximately one hour. It is important that everyone arrive on time.

### **PRELIMINARY INFORMATION:**

1). The Archdiocese of New Orleans requires couples to begin their preparation for marriage at least six months prior to their wedding date. It is recommended that the Priest and/or Deacon that prepares you for marriage will also preside at your Wedding Ceremony.

**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.”* \_\_\_\_\_.  
(Initials)

**It is our responsibility to contact the Family Life Office of the Archdiocese (861-6243 or 6245 or [familylife@archdiocese-no.org](mailto: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*). \_\_\_\_\_.** (Initials)

**PRELIMINARY INFORMATION:** (Continued)

2). The couple must make arrangements with their Parish Priest and/or Deacon to preside at the wedding liturgy. This Priest and/or Deacon must be in good standing in his Diocese and have the proper ecclesiastical faculties from that Diocese. He must also be registered with the State of Louisiana as an authorized minister of marriages.

The Parish Priest and/or Deacon who will preside at the wedding liturgy must agree to complete the Pre-Nuptial Inquiry, and obtain all dispensations and documents required. This Priest and/or Deacon must also agree to complete all marriage preparations with the couple as required by the Archdiocese of New Orleans.

**The Priest and/or Deacon from another parish that is presiding at your wedding must submit a written request for delegation to perform the wedding to the attention of the Pastor, Our Lady of the Rosary, 1322 Moss Street, New Orleans, Louisiana, 70119.**

\_\_\_\_\_ (Initials)

3). BEFORE a wedding date can be confirmed, a confirmation must be received from the Priest and/or Deacon that is preparing the couple for marriage as well as presiding at the Wedding Ceremony. This confirmation can be submitted via fax (504-488-6741), email ([office@olr-nola.org](mailto:office@olr-nola.org)) or letter (1322 Moss Street, New Orleans, Louisiana 70119).

A wedding date can be tentatively scheduled for two weeks. The couple must contact the office to confirm the wedding date or to discuss extending the tentative hold for the wedding date.

4) Couples that live outside of the Archdiocese of New Orleans are required to have their marriage preparation done by your Parish Priest and/or Deacon. The process is the same as stated in Items 1. 2. and 3.

**DOCUMENTS NEEDED:**

1). **Signed: “Our Lady of the Rosary Catholic Church Wedding Guidelines”**

Please read these Guidelines very carefully. After reviewing these Guidelines, if you choose to have your wedding at Our Lady of the Rosary Church, you must initial and sign. By initialing and signing these Guidelines, you are indicating that you understand and agree with these Guidelines **AND** that you have contacted the Music Director, Megan Dearie, 504-450-9968, [music@olr-nola.org](mailto:music@olr-nola.org), and understand the requirements for music, musicians, and music/musician fees for your Wedding Ceremony. \_\_\_\_\_ (Initials)

These Guidelines and the Wedding Request Form (attached) must be submitted with the non-refundable deposit of \$300.00 (if required) to the Parish Office, Monday - Friday, 9am to 2pm.

2). **Written Letter of Permission**

A written letter from the Pastor of the Bride’s Church Parish, or, from the Catholic party’s parish (if a mixed religion), is required for couples who are not registered parishioners of Our Lady of the Rosary Parish.

## **CHURCH DOCUMENTS:**

The required documents are the Pre-Nuptial Inquiry (including Certificates of Baptism, with proper notations *and dated within six-months of your marriage*), and, any dispensations or permissions, if needed, and, the certificate from attendance at the marriage preparation program. These documents need to be provided to your Officiant/Presider for submittal to Our Lady of the Rosary Parish Office at least three weeks prior to your wedding date. These documents are the Bride and Groom's permanent marriage file that will remain at Our Lady of the Rosary. A letter requesting delegation is also required from the Officiant/Presider.

## **WEDDING LITURGY:**

The liturgy must be that of the Roman Catholic Church's *Rite of Marriage* and in accord with the Archdiocese of New Orleans *Guidelines for Weddings*.

Music for the wedding liturgy, including preludes and postludes, must be in keeping with the sacred liturgy of the Church and liturgical guidelines for music.

Padded kneelers are provided in the Sanctuary for the Bride and Groom, the Best Man and Maid of Matron of Honor. Padded kneelers are provided near the Altar for the Bride and Groom, Best Man, and Maid and Matron of Honor. Bridesmaids and Groomsman will be seated in the first pew and, if there are more than 7 attendants, some will be seated in the second pew.

**We have read and understand the above.** \_\_\_\_\_ (Initials)

## **MUSIC:**

Music and singing are an essential element of the wedding liturgy. All music selected for weddings is to be recognized liturgical music. Couples must make arrangements with Ms. Megan Dearie, Music Director, Our Lady of the Rosary Church, 504-450-9968, [music@olr-nola.org](mailto:music@olr-nola.org). All music must be approved by Ms. Dearie.

Additionally, couples must contact Mr. Tommy Zanca, Organist, Our Lady of the Rosary Church, 504-957-5500, [tommyzanca@att.net](mailto:tommyzanca@att.net), who will be present or have selected another organist for the wedding. *Couples are required to use the service of Our Lady of the Rosary's Cantor to lead the congregational singing during a wedding liturgy, whether it includes Mass or not.*

Other singers and musicians may be used for solo selections (fees paid by the couple) but must be approved by Ms. Dearie at least three months prior to the wedding.

Music and Fees for the Cantor/Singer are discussed with the Music Director, Ms. Megan Dearie, 504-450-9968, [music@olr-nola.org](mailto:music@olr-nola.org). The fee for the Organist is discussed with Mr. Tommy Zanca, 504-957-5500, [tommyzanca@att.net](mailto:tommyzanca@att.net).

**We understand that we are required to use the Cantor and the Organist of Our Lady of the Rosary Church and music, fees, and balances for the Cantor/Singer and Organist are discussed with and determined by the Music Director and Organist.**  
\_\_\_\_\_ (Initials)

**FEES AND NON-REFUNDABLE DEPOSIT:**

1). If you are *not* a registered parishioner of Our Lady of the Rosary parish, the fee for use of the church is **\$1,600.00**. Also, as a non-parishioner, a non-refundable deposit of \$300.00 is required to reserve your wedding date.

There are no fees for the use of the church for a registered and contributing parishioner of Our Lady of the Rosary Parish.

*To be considered a registered parishioner, you must have been a registered parishioner for at least one-year and contributed (using envelopes) on a regular basis prior to the date that you call or come into the office to schedule your wedding.*

*A donation of \$600.00 is expected for a non-contributing parishioner.*

**The Church balance must be paid 4 to 6 weeks prior to the wedding date.**

\_\_\_\_\_ (Initials)

2). Our Lady of the Rosary has two wedding coordinators that will perform an excellent ministry of service to you for the rehearsal and on your wedding day.

**The fee for their service is \$75.00 per coordinator (make check payable to “Cash”) and is due the week of the wedding along with the completed wedding procession questionnaire.**

**The Wedding Coordinators balance is due the week of the wedding.** \_\_\_\_\_(Initials)

3). Music and Fees for the Cantor/Singer are discussed with the Music Director, Megan Dearie, 504-450-9968, [music@olr-nola.org](mailto:music@olr-nola.org). The fee for the Organist is discussed with Tommy Zanca, 504-957-5500, [tommyzanca@att.net](mailto:tommyzanca@att.net).

**We understand that music, fees and balances for the Cantor/Singer and Organist are discussed with and determined by the Music Director and Organist.** \_\_\_\_\_ (Initials)

**WEDDING REHEARSAL:**

Wedding Rehearsals are scheduled for the Thursday prior to your wedding at either 6:00pm or 7:00pm. *On occasion*, there may be a need to schedule a wedding rehearsal on a Wednesday or a Friday night.

The Wedding Rehearsal lasts approximately one hour. 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, since it is very likely there will be a rehearsal after yours.

**We have read and 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.**

\_\_\_\_\_ (Initials)

**DRESS:**

Christian modesty in dress will be observed in church. Dresses for the bride and attendants must be appropriate for the 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.**

\_\_\_\_\_ (Initials)

**FLOWERS, PHOTOGRAPHY, AND DÉCOR:**

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. Flowers are placed on two pedestals on each side of the Altar. Candles are **not** allowed to line the aisle of the church. If candles are used elsewhere in the church, the candles will be drip proof and, due to safety concerns, “hurricane” style globes will be used to enclose the candles.

The sanctuary is decorated according to liturgical seasons and feasts. These decorations are part of any liturgical celebration and will remain in place for your wedding. During the Christmas Season (*December 24<sup>th</sup> to Feast of the Baptism of the Lord*) and the Easter Season (through Pentecost Sunday) 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, During the Lenten Season no flowers are allowed on the altar.* Ribbon/Tulle/Flowers can be used to designate reserved pews. These decorations will need to be hung on the ends of the pew with ribbon/tulle or in some other way that will not harm the pews. *Please note that church statues will be covered during the last two weeks of Lent.*

**We understand the guidelines for flowers and other décor for our wedding.** \_\_\_\_\_  
(Initials)

Videos and photography are allowed during the ceremony with restrictions on positioning and timing of pictures. We will make sure to inform the photographer(s) and/or videographer(s) to check with the Officiant and/or the Wedding Coordinators prior to the Mass/Ceremony for particular instructions about the positioning and timing of pictures during the wedding. **Drone Photography is not allowed.** *Flash photography is not allowed during the ceremony.* 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. Make sure your photographer is prepared to use the 15 minutes allowed in an efficient manner. **We will \_\_\_\_ / will not \_\_\_\_ [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.** \_\_\_\_\_ (Initials)

**FLOWERS, PHOTOGRAPHY, AND DÉCOR:** (Continued)

No aisle runner of any kind is allowed in the church. Additionally, 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. In addition, the use of tobacco is not welcomed in the church or near the entrances of the church.*

**We have read the information above and we will adhere to these guidelines and provide this information to our wedding party (to ensure no alcohol consumption or alcohol is brought on church grounds) and those planning the wedding.** \_\_\_\_\_ (Initials)

**UNITY CANDLE:**

The Unity Candle is not allowed at Our Lady of the Rosary Church. The blessing and exchange of rings is the sign of the unity of husband and wife.

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Our Lady of the Rosary church has three well lit parking lots near the church (two on the Esplanade Avenue and one on Moss Street) which provide a safe and spacious area for your family and guests. There is also a handicapped entrance on the east side of the church. 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!



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. **(REVISED: 09-05-2018)**