

St. Catherine of Siena Catholic Church

105 Bonnabel Blvd., Metairie, LA 70005

www.stcatherineparish.com

504-835-9343

Dear Brothers and Sisters in Christ,

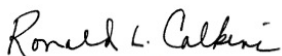
Thank you for choosing St. Catherine of Siena Catholic Church for your wedding. The Sacrament of Marriage is a blessed occasion as two people come together before God and in front of their families and friends to devote heart and soul to one another for a lifetime.

A wedding is indeed a sacred occasion as well as a time of great joy and celebration. St. Catherine of Siena Catholic Church provides a beautiful setting for the Sacrament of Marriage, and I am sure it will always hold a special place in your heart as you journey through life together.

As you prepare for your special day, please know that we are here to help you every step of the way. To that end, our wedding guidelines and policies are provided to give you as much information as possible. Please take care to read the document thoroughly so that we may work together in planning this beautiful occasion.

Thank you again for choosing St. Catherine of Siena Catholic Church. Be assured of my prayers and let us know if we can do anything at all to be of assistance.

Sincerely in the Lord,



Rev. Ronald L. Calkins

Pastor

St. Catherine of Siena Catholic Church Wedding Guidelines and Policies

BOOKING A WEDDING

We know you are excited about booking your wedding date at St. Catherine of Siena Catholic Church! However, before you can officially save the date, you must have the name and address of your officiating priest or deacon. You must also have met at least once with your priest or deacon before we can put your wedding date on our calendar. Once it is confirmed that you have met with the officiating priest or deacon, our parish wedding coordinator will put your date on the church calendar and you can start planning. If this is an out of parish wedding, you are required to provide a priest who will handle the preparation and perform the ceremony.

FEES

To cover the costs of using our beautiful church and for providing wedding coordinators, we have two categories of fees:

- **Registered parishioners:** \$500 [requires a \$250 non-refundable deposit]
- **Out of parish:** \$1,000 [requires a \$500 non-refundable deposit]

Deposits should be paid when the application is returned to the parish office. The remaining balance must be paid no later than one prior to the wedding.

TIMES

You may choose to celebrate your wedding at St. Catherine in the following time frames:

- Friday: 6 p.m. to 8 p.m.
- Saturday: 10 a.m. to 1:30 p.m.
6:30 p.m. to 8 p.m.

There will be no weddings during Holy Week

MARRIAGE PREPARATION

To receive the sacrament of holy matrimony, couples are required to begin marriage preparation at least six months before the wedding date. The bride should contact the officiating priest/deacon and schedule a meeting for the FOCCUS test. For those living outside of the Archdiocese of New Orleans, your marriage preparation should be done by your parish priest or deacon.

To ensure that your wedding date is recorded on our calendar, please have the officiating priest/deacon mail a letter to the Pastor at St. Catherine of Siena confirming that he is assuming responsibility for your marriage preparation and will officiate at your wedding.

Each couple is required to attend a Marriage Preparation program approved by the Archdiocese. For information, call the Family Life Office at 504-861-6243.

If you wish to have a Nuptial Mass, it is important to note: Archdiocese of New Orleans regulations state that a Nuptial Mass may be celebrated only if both bride and groom are practicing Roman Catholics. Special permission is needed for a Mass to be celebrated at a wedding between a Catholic and baptized non-Catholic.

REHEARSALS

Rehearsals are scheduled on the Wednesday, Thursday, or Friday prior to the wedding ceremony.

NECESSARY DOCUMENTS

The Archdiocese of New Orleans requires the following documents:

- Application and deposit
- Pre-Nuptial Inquiry
- Premarital Inventory (FOCCUS)
- Marriage Preparation Seminars (In-Home Marriage Prep, Weekend for the Engaged; Day for the Engaged)
- Permission letters from home parish priest
- Letter of Delegation
- Testimonial of Suitability for Visiting Priests not of this Archdiocese

Please give these documents to your officiant; he is to see that these documents are in St. Catherine's Church office not less than a month before the wedding date. These become your permanent marriage file and will remain at St. Catherine of Siena.

CIVIL LICENSE

A marriage license from the State of Louisiana must be obtained and brought to the wedding rehearsal. Licenses must be obtained within thirty days of the wedding, but not less than 72 hours before the wedding. The license is to be signed by the bride, groom, witness(es), and priest or deacon on the day of the wedding. Please do not leave this license with anyone other than the officiant of your wedding. St. Catherine of Siena will see to it that the license is mailed to the Clerk of Court. Remember: A wedding cannot be performed without this license.

MUSIC

Music arrangements must be made through our music director, Stephanie Dureau. There is a separate fee for using St. Catherine's organist. To make arrangements for music or if you wish to use other musicians, please contact Stephanie at 504-858-3322 or sdureau@bellsouth.net.

WEDDING COORDINATORS

Wedding coordinators are provided by the parish. They will open and close the church for rehearsal, conduct a rehearsal between 45-60 minutes, open and close the church for the wedding, and direct the wedding party during the ceremony itself. If an outside coordinator is used, he/she does not coordinate the church ceremony.

If there are any questions regarding booking the Church, paperwork, the ceremony, flowers, etc., they should be directed to the church wedding coordinator, **Jeanie Favret** at jeanie@cgvavret.com or favretc0@aol.com or 583-3438.

FLOWERS AND DECOR

Florists set up one hour before the scheduled ceremony. However, the florist may set up for a Saturday evening wedding after the vigil Mass, which is usually over at 5:15 p.m. Please remind your florist of the sanctity of the sanctuary. The altar is not to be used as a work table. Also, the florist must be prompt in removing equipment, etc., after the wedding. If candles are used, only candle sin drop-proof globes will be allowed. Anything that drapes must be placed so that no one trips over it. If pew decorations are used, please take care that no tape or wire is used, as this mars the pews. Other things to note:

- No aisle runners are allowed in or outside of the church
- Bubbles, confetti, rice, petals or other items cannot be used anywhere on the church grounds
- No signs or inappropriate items will be carried in the entrance procession
- Most brides will have two floral arrangements for the altar
- Though it is not required, most brides leave the arrangements in the sanctuary
- Unity candles are not allowed, nor are any secular unity symbols
- The entrance processions shall be limited to grandparents, step-grandparents, parents, step-parents, bridesmaids, the flower girl, the ring bearer, and the bride along with her father or the gentleman who will be giving her away. Other family members or guests should be seated prior to the procession.
- Only the bride and groom, along with the maid of honor and best man, will be placed at the base of the steps to the sanctuary. Kneelers will be provided for them. The remaining members of the bridal party will be seated in the front pews on either side of the aisle.

ALTAR SERVERS

St. Catherine of Siena can supply altar servers if requested. We ask that you give them a \$25 stipend.

ETIQUETTE

No alcohol is allowed inside, outside or around the church and sacristy. No smoking is allowed in the church.

TRANSPORTATION AND TIMING ON THE WEDDING DAY

If ushers and/or groomsmen are being transported to the church by limousine, the ushers will arrive 45 minutes before the scheduled time of the wedding.

The bride and bridesmaids are due at the church no later than 15 minutes before the wedding.

If it is raining upon arrival, the limousine will deliver the parties to the door on the Metairie Road side of the church. If it is raining after the ceremony, the wedding party may be picked up in the same location. If at all possible, please provide St. Catherine with a contact number for one of the drivers on the job. This would help in case of delays.

PHOTOGRAPHERS

The photographers and videographers should be considerate of each other when placing themselves for photos. The photographer must not be conspicuous or obstruct the proceedings in any way. This includes taking pictures of the groom and groomsmen before the procession. This impedes the seating of guests. Equipment may not be placed on the baptismal font or the altar. Video cameras and operators may be in the sanctuary, provided they are off to the side and immobile. Also, no video camera lights are allowed. Photographers are allowed to use the choir loft. Finally, please remind your photographers and videographers that the sacrament of matrimony is a sacred occasion. Excessive movement detracts from the solemnity of the occasion. If pictures are taken after the ceremony, they may not last longer than 30 minutes.

Questions?

Thank you for choosing St. Catherine of Siena Catholic Church for your wedding! We are here to work with you to ensure a beautiful celebration. Please contact **Jeanie Favret** at jeanie@cgfavret.com or favretc0@aol.com or 583-3438 with any questions.