

## ST JOSEPH CHURCH GUIDELINES

**Scheduling a Wedding Date:** A verification is needed from the priest or deacon that he is responsible for your marriage preparation before a wedding date can be confirmed. Refer to “The First Steps to the Altar” form.

**Wedding Times:** Mondays through Saturdays, based on availability and the liturgical season. Please contact the Wedding Director at 504-522-3186 to schedule your preferred date and time.

**Rehearsal Times:** Wednesday or Thursday evenings between 5:00pm and 7:00pm. Rehearsal dates and times must be agreeable with the church and the priest or deacon who will be officiating at the wedding. Friday rehearsals cannot be scheduled earlier than 6 months prior to your wedding to allow a Friday evening wedding.

**Fees:** The fee for the use of the church is \$2,200.00, which includes the services of a wedding sacristan and a parking lot attendant. A non-refundable deposit of \$1,100.00 is required upon booking the church. The balance of \$1,100.00 is due no later than 30 days prior to the day of the rehearsal. The fee does not include any additional costs of musicians, cantors, florists, photographers, or any stipend for the priest or deacon witnessing the wedding vows

The church will open 1 hour before your wedding to allow time for florists, musicians and guest arrival. It will remain open 2 hours from the scheduled time of your wedding ceremony.

The church is open 30 minutes prior to the rehearsal time. One (1) hour is scheduled for the rehearsal from the time it is booked.

**Seasonal Decorations:** We cannot always remove seasonal decorations to accommodate individual weddings. For weddings scheduled during Advent, Christmas, Lent, Easter or Pentecost, consult the Wedding Director.

**SJ Church Wedding Sacristan:** The church will provide a wedding sacristan to assist you during the rehearsal and wedding. The Sacristan fee is included in the church rental fee, in addition to a parking lot attendant.

**Aisle Runners** are **not** allowed, as stipulated by the Archdiocesan insurance company. Please also inform your guests and members of the wedding party to refrain from throwing rice, seeds, flower petals, bubbles or confetti in the church or on the church porch or steps, for the same reason.

No entrances to pews or aisle ways are to be blocked or cordoned off in any way at any time. We do not allow tape, wire, metal clips or adhesive materials to decorate for securing bows or other decorations on the pews. Only LED Candles may be used in floor lanterns or aisle candelabras, and are to be removed immediately following the ceremony. Wax candles are not permitted.

**Floral Decorations:** It is not mandatory to leave flowers in the church; however, we would appreciate any floral arrangements placed on the Main Altar to remain there, with the

exception of the Lenten Season. Any pew markers and other decorations should be removed immediately following the ceremony.

**Photos and Videos:** Prior to the rehearsal please inform the St. Joseph Wedding Coordinator if photos are to be taken after the wedding ceremony. Due to various time constraints, photos may be limited. Drones are not permitted.

**Punctuality:** We appreciate your cooperation so as to ensure that both your rehearsal and wedding begin on time out of respect for everyone involved. Groomsmen are to arrive 45 minutes before the ceremony, and the Wedding/Bridal Party participants 15 minutes prior to the wedding.

**Music:** The sacred nature of your wedding liturgy requires the use of approved ministers of music and the selection of appropriate music. Upon booking your wedding, we ask you to immediately contact our Music Director, Michelle Richards, at [musicadamore@cox.net](mailto:musicadamore@cox.net). She also sings/plays at our 10AM Sunday Masses, if you wish to meet her in person.

**Maintenance Disclaimer:** St. Joseph Church is a sacred and historic building. There may be times when unforeseen circumstances force us to attend to maintenance and other repairs. In extreme instances it may involve the possibility of scaffolding or other materials which cannot be removed.

☞ Consult the presiding priest or preparing deacon if you plan to have a wedding without Mass/Eucharist, as in the case of a mixed marriage.

**☞ Alcohol is not permitted in any part of St. Joseph Church, or anywhere on the church property.**

☞ Parking is included for your guests in church parking lot during the rehearsal and wedding times. The parking lot attendant will be on the premises for your rehearsal and wedding. There is also a handicap entrance to the church by way of an elevator. It is located on the So. Derbigny street side of the church.

☞ These guidelines are to serve as a means to allow us to work closely with you, while respecting the Liturgy and Sacraments of St. Joseph Church.

**Obtaining a Louisiana Marriage License:** <https://www.usmarriagelaws.com/marriage-license/louisiana/clerk-of-court/parish-requirements#> . It is very important to bring the civil marriage license to the wedding rehearsal, if the officiant doesn't already have it beforehand.