

Sacrament of Matrimony

Guidelines for Weddings at St. Anselm



1. Couples contemplating marriage in the Archdiocese of New Orleans must contact one of the parish priests or deacons at least **SIX MONTHS BEFORE** their proposed wedding date to make arrangements for their wedding.
2. Church law requires that weddings ordinarily take place in the parish of the bride or the groom. **Written** permission from the proper pastor is needed for non-parishioners.
3. A Priest or Deacon from another parish is welcome to officiate at weddings here; however, he must handle all the necessary preparations and paperwork. **He must also conduct the rehearsal.**
4. During the course of their meetings with the priest/deacon, the couple will complete all necessary preparations, including a premarital inventory (FOCUS, MPI, PREPARE, etc.) The couple will also participate in ONE of the following programs: **Engaged Encounter, Evenings for the Engaged or Day for the Engaged.** Contact Family Life Apostolate at 504-861-6243 or email familylife@archdiocese-no.org, or visit the website: <http://fla.arch-no.org>
5. **RECENT BAPTISMAL CERTIFICATES** (not older than six months) are required for Catholics, Proof of Baptism is required for baptized non-Catholics.
6. Couples who reserve St. Anselm's for their ceremony and then make any changes in those plans should notify the office at once so that the time reserved for them may be made available for the other couples.
7. **TIMES** for weddings are:
 - WEDDINGS ARE NOT PERMITTED ON FRIDAYS DURING LENT & HOLY WEEK.**
 - SATURDAYS: Beginning NO LATER than 1:00 pm or
NO EARLIER THAN 6:30 PM
 - WEEKDAYS: Tuesday or Friday evenings only.
8. **DECORATIONS:**
 - A. All decorations for the Church's special season (Advent, Christmas, Lent, and Easter) are to remain in place. **DO NOT ASK FOR THEM TO BE REMOVED.**
 - B. NOTHING MAY BE ATTACHED TO THE ALTAR IN ANYWAY—EVER
 - C. Flowers, when used, should be arranged tastefully and restrained in number. Church will be open for florist on Saturday after 9:00 am. Flower arrangements may be taken if wanted.
 - D. Candles may be used once they are approved. Candles other than those at the altar and pulpit are to be dripless, contained and there must be a protective covering on the flooring beneath them. The church has a unity candle holder and stand. A wax guard is not needed for the unity candle.
 - E. Aisle runners and loose petals are not permitted due to insurance liability.
 - F. Pew decorations, if used, must be less than 1 pound in weight. The wood for the pews is very soft. St. Anselm has pew clips that may be used but are not permitted to leave the property. All decorations must be assembled at the church and left at the church until the ceremony..
 - 1.) Netting, ribbon or any material running from one pew to the next is NOT PERMITTED.
 - 2.) Any candle stands that are used in the aisle must not have legs that protrude into the aisle of block access to the pew.

G. **NO outside wedding coordinators.** The parish staff will assist with the wedding coordination.

9. **MUSIC**

A. ONLY the parish musicians may be used for weddings.

B. If the wedding takes place during a Mass:

1.) Both an organist and a cantor must be used and:

2.) A Gathering Song (opening hymn) as well as the ordinary chants of the mass (i.e. Responsorial Psalm; Alleluia; Holy, Holy; Memorial Acclamation and Great Amen) must be sung.

3.) You may have a soloist in addition to the cantor.

10. **PHOTOGRAPHERS:** Pictures may be taken from the altar, but the photographer must be discreet while in the sanctuary and must always be careful NOT TO BECOME A DISTRACTION. Video cameras are to be inconspicuous. The priest/ deacon officiating at the wedding may place whatever restrictions he deems appropriate on the photographers and video operators.

Still photographs **are not allowed** to be taken during the Eucharistic Prayer nor of the couple receiving communion.

11. **FEE SCHEDULE:** All fees must be paid to the office/musicians PRIOR to the rehearsal.

CHURCH FEES ARE DUE TWO WEEKS PRIOR TO THE WEDDING.

PARISHIONERS (registered, active & supporting) \$ 500.00

(\$250.00 deposit due when reserving the date for the church.)

NON-PARISHIONERS OR NON SUPPORTING MEMBERS \$1,100.00

(\$500.00 deposit due when reserving the date for the church.)

ALTAR SERVERS \$10.00 PER SERVER (optional to use Altar Servers)

MUSCIANS NEGOTIATED WITH MUSICIANS THROUGH ST. ANSELM'S MUSIC DIRECTOR ONLY.

PRIEST/DEACON A stipend depends on the generosity of the couple. A visiting priest MUST have a St. Anselm Deacon assisting with the wedding.

12. **NO RICE** (bird seed, confetti, etc.) MAY BE THROWN INSIDE OR OUTSIDE THE CHURCH. Please inform your guest and wedding party of this restriction.

