

A STATEMENT OF POLICIES FOR WEDDING AT HOLY NAME OF JESUS CHURCH

Church Address: 6367 St. Charles Ave., N.O., LA 70118

Office Address: 6220 LaSalle Place, N.O., LA 70118-6236

Liz Broekman, Wedding Coordinator e-mail: weddings@hnjchurch.org

Phone: 504-865-7430 extension 202 Fax: 504-866-3391

The proper church for marriage of Holy Name of Jesus Parishioners is Holy Name of Jesus Church. Therefore, our first preferences are for our parishioners. As of June 1, 2008, newly scheduled wedding times are Friday night at 7:30, Saturday at 11:00am, 1:00pm or 7:00pm.

1. Couples who have already reserved a date for their wedding will meet with the wedding coordinator to review HNJ policies. **You must have the name and address of your officiating priest or deacon at this time.**
2. The Parish Coordinator will start the initial paperwork at the interview to review the policies.
 - (i) Complete the wedding application form
 - (ii) Open a file for your wedding
3. **Punctuality:** Punctuality is a “must” for both rehearsals and weddings. Should the wedding party arrive 20 minutes late, there will be no Mass, only a Communion service. Should the wedding party arrive 1/2 hour late, there will be only the liturgy of the Word and exchange of Vows.
4. It is the Bride’s responsibility to contact the assigned priest and schedule a meeting to do the FOCCUS test. The priest will choose to complete the pre-marital questionnaire at this time also.
5. Each couple is required to attend a Marriage Preparation Program approved by the Archdiocese. Information about such programs can be obtained from the Archdiocesan Family Life Office (861-6243 or FAX 866-2906).
6. The Wedding Music Coordinator, Mr. Randy Higginbotham, will work with the couples on music selections. Any matters concerning music for the wedding are deferred to the wedding music selections. The minimum stipend is \$200.00. This fee includes a consult for music selection and playing for the wedding. The payment arrangements will be made by the music coordinator. **All music/vocal arrangements are to be cleared with the Wedding Music Coordinator.** Please do not make arrangements for any other musicians without contacting this Mr. Higginbotham. Vocalists must audition for Mr. Higginbotham prior to the wedding. The Wedding Music Coordinator’s voicemail number is 861-9289. Please leave an evening phone number. His email is arh2436@cox.net
7. Arrangements for flowers are at the couple’s expense. The florist is allowed to enter and start decorating the church **one hour** before the scheduled wedding. Florists must be prompt in removing their equipment, etc. after the wedding. If candles are used, only candles enclosed in drip-proof globes will be allowed. No arrangements may be on the altar during the Lenten season. The unity candle **may not** be used if there is a Mass. Out of consideration for our church, we ask that the flowers left on the main altar be left on the altar. This helps our Flower Committee in planning for our Sunday Masses. **Bubbles, confetti, rice, petals, or any other such items may not be used or thrown anywhere on the church grounds.**
8. **WEDDING CANCELATION POLICIES DUE TO ACTS OF GOD OR OTHER REASONS OUT OF HOLY NAME OF JESUS’ CONTROL.** If it is deemed necessary for Holy Name of Jesus to cancel a wedding due to circumstances beyond its control (i.e. Hurricanes, major repairs or other), Holy Name of Jesus will refund the deposit and balance, if any, on the church fee only. No other expenses incurred by the bridal party will be reimbursed. As much advance notice as possible will be given if this occurs. Because weddings may be booked up to 18 months in advance, we are required to state that at some point, as repairs are needed, there is a possibility of scaffolding being in some area of the church.

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9. The bridal party is allowed a maximum of 18 persons - i.e. bride and groom, 8 bridesmaids and groomsmen including the best man and maid of honor. The best man and maid of honor will sit with the bridesmaids and groomsmen on folding chairs placed inside of the Communion rail. **All children in the wedding party must be at least 3 years old at the time of the wedding.**

10. A kneeler can be provided for the bride and groom ONLY

11. The offering to the church for **parishioners**, i.e., those who are registered and regularly and generously support the Parish through the envelope system and have identifiable contributions for a year prior to booking a wedding and continuing consistently thereafter, is \$450.00. Half of this fee (\$225.00) is paid at the time of signing the Statement of Policy. **This deposit is non-refundable** and the balance (\$225.00) is due 6 months before the wedding.

Those living in or out of the parish with no record of Church support will pay the fee of **non-parishioners**, \$1,650.00. One-half (\$825.00) of this fee must be paid at the time the statement of policy is signed. **This deposit is non-refundable.** The balance of \$825.00 is due 6 months before the wedding.

If one or both of the couple are **graduates** of Loyola University, New Orleans, the rate for the church is \$1150.00. One-half (\$575.00) of this fee must be paid at the time the Statement of Policy is signed. **This deposit is non-refundable.** The balance of \$575.00 is due 6 months before the wedding. Please note that the fee for the church is **not** tax deductible as a service is being rendered for this fee.

12. Additional fees are: **Wedding Coordinator** \$150.00, **Music Coordinator** \$200.00, (**Cantor/Vocalist** will be decided when you meet with the organist). These two fees are paid 1 month before the wedding and are paid directly to the coordinators.

13. The wedding coordinator is provided by the parish. She will open and close the church for rehearsal, conduct a rehearsal lasting between 45- 60 minutes, open and close the church for the wedding, and direct the wedding party during the wedding ceremony itself. **If an outside coordinator is used for the planning of the wedding, he/she does not coordinate the church ceremony. If there are any questions relating to the wedding ceremony itself, flowers, etc., these must be directed to the church wedding coordinator.** The Wedding Office is open between 1:00 and 3:00PM, **Monday and Thursday or by appointment. The best way to handle questions is by e-mail to: weddings@hnjchurch.org.** That way, the answer can be found and e-mailed without tying up phone lines. If you need to leave a message, you may call 865-7430 ext. 202.

14. All certificates and documents shall be received by the wedding office at Holy Name three (3) weeks before the wedding.

15. Altar servers may be used if approved by the officiating priest. You may get altar servers from Holy Name of Jesus. Their fee is \$20 for each person.

16. NO ALCOHOL IS ALLOWED INSIDE, OUTSIDE OR AROUND THE CHURCH AND SACRISTY. NO SMOKING IS ALLOWED IN THE CHURCH.

GUIDELINES FOR WEDDING PHOTOGRAPHERS AT HOLY NAME OF JESUS CHURCH

A wedding at our church is a religious ceremony. Excessive movement of photographers and videographers during the ceremony detract from the sacredness of the place and the events. Hence, guidelines must be strictly adhered to:

1. Group pictures in the church are not allowed before and/or after the ceremony. Limited exceptions.
2. The photographer must not be conspicuous nor obstruct the proceedings in any way. This includes taking pictures of the groom and groomsmen before the procession. This impedes the seating of the guests. He or she will only be allowed in the sanctuary on the condition that they will remain in one place off to the side and will not move from that spot. Equipment may not be placed on the baptismal font or the altar.
3. Flashes are not permitted in the church during the ceremony. They may be used during the procession and recession and flowers to Blessed Mother. Plan to use high speed film or time exposures for the ceremony.
4. Video cameras and operators may be in the sanctuary provided they are off to one side and immobile. None of the photographers or videographers should be placed closer than the columns on the side of the sanctuary.
5. Group pictures are to be taken at the reception or outside of the front of the church after the wedding. This is so that we can close up the church in a timely manner and also so that the guests are not waiting for the wedding party at the reception.
6. **The photographers and videographers need to be considerate of each other when placing themselves for their photos.** There are many times that when the videographer is filming the recessional, the photographer's back is in the way of his or her filming. The same is true in reverse. Please be considerate.

Some of these guidelines have been ignored by some photographers and videographers. If this continues, those photographers and videographers will no longer be approved to photograph at Holy Name of Jesus Church.

GUIDELINES FOR WEDDING VIDEOGRAPHER AT HOLY NAME OF JESUS CHURCH

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NO EXCEPTIONS
2. The photographer must not be conspicuous nor obstruct the proceedings in any way. This includes taking pictures of the groom and groomsmen before the procession. This impedes the seating of the guests. He or she will only be allowed in the sanctuary on the condition that they will remain in one place off to the side and will not move from that spot. Equipment may not be placed on the baptismal font or the altar.
3. Flashes are not permitted in the church during the ceremony. They may be used during the procession and recession and flowers to Blessed Mother. Plan to use high speed film or time exposures for the ceremony.
4. Video cameras and operators may be in the sanctuary provided they are off to one side and immobile. None of the photographers or videographers should be placed closer than the columns on the side of the sanctuary.
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Some of these guidelines have been ignored by some photographers and videographers. If this continues, those photographers and videographers will no longer be approved to photograph at Holy Name of Jesus Church.

GUIDELINES FOR WEDDING FLORISTS AT HOLY NAME OF JESUS CHURCH

1. Florists may set up one hour before the scheduled ceremony and **NO** earlier. However, the florist for a 7:00PM wedding on a Saturday evening may start setting up following the parish's Vigil Mass which is usually over at 5:30PM
2. NO RUNNERS DOWN THE AISLE OR OUTSIDE OF THE CHURCH.
3. DO NOT USE THE ALTAR as your worktable. NOTHING is to be placed on it!
4. No floral arrangement at the foot of the large crucifix (above the tabernacle).
5. Candlelabras must have candles protected in appropriate globes. **Anything that drapes, must be placed so that no one will trip over it.**
6. We ask that arrangements placed on the main altar be left on the main altar. This helps our Flower Committee plan for our Sunday liturgies. Flowers may be placed on the main altar during the Lenten season but must be removed following the ceremony. **ALL FLORISTS' DECORATIONS AND PROPS** must be removed from the church at the end of the wedding - **NO EXCEPTIONS !!** We will not store these things overnight. Boxes for ushers and attendants' flowers must be removed from the church.
7. If the ceremony does not have a Mass and a Unity candle is used, the stand is provided by the florist. It must have be drip proof or include a container to catch any drippings.
8. Rice, confetti, bubbles, roses, petals, etc. are not allowed inside or outside of the premises.
9. If pew holders are used, they **may not** be taped or wired in any way that would mar the pew.

I agree that I will follow the above policies.

GUIDELINES FOR LIMOUSINE SERVICES FOR WEDDINGS AT HOLY NAME OF JESUS CHURCH

1. 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. That is: Friday nights: arrive at 6:45, Saturday: For a 10AM wedding, arrive at 9:15AM, for a Noon wedding, arrive at 11:15AM, for a 2PM wedding, arrive at 1:15PM and for a Saturday evening wedding at 7:00PM, arrive at 6:15PM. On the rare occasion that we have a 7:30 PM on a Saturday night, they will arrive at 6:45PM.
2. The bride and bridesmaids are due at the church **no later than 15 minutes prior to the wedding.** Friday evenings: arrival time is 7:15PM, Saturday, 10AM wedding, arrival time is 9:45AM, for a Noon wedding, arrival time is 11:45AM, for a 2PM wedding, arrival time is 1:45PM and for a Saturday evening wedding, the arrival time is 6:45PM. On the rare occasion that we have a 7:30PM on a Saturday night, the bride and bridesmaids should arrive no later than 7:15PM.
3. **In the event that it is raining**, upon arrival, the limo will deliver the parties to the door with the awning on it on the “horseshoe” side of the church. If it is raining when the ceremony is over, the wedding party may be picked up at the same location.
4. Limousines and buses may not block any parking places in the “horseshoe” or any driveways of Loyola University. These driveways are also used by the Jesuit priests and must be accessible at all times.
5. Alcohol is not allowed anywhere on the premises. Please help us with this in regards to the wedding party and guests. We appreciate your cooperation with this. Please be assured that we are not implying any disrespect to your drivers.
6. If at all possible, Holy Name would appreciate it if you could supply us with a contact number of one of the drivers on this job. It may be e-mailed to: weddings@hnjchurch.org if that is convenient or you may call 865-7430 and leave the number at extension 200. Please be sure to leave the name of the wedding party that you are calling about. This would help us in case there are any delays as we all know can happen.