



WEDDING PLAN

****Please print all information legibly for this form***

BRIDE: _____

GROOM: _____

OFFICIANT: _____

Mass? Y/N _____ # of Expected Guests? _____

Date of Rehearsal: _____ **Time:** _____

Sun - Mon - Tues - Wed - Thurs - Fri

Date of Ceremony: _____ **Time:** _____

Sun - Mon - Tues - Wed - Thurs - Fri

Witnesses:

PROCESSION AND SEATING

	Name	Pew # L/R	Escort Name
Grandparents of the Groom			
Grandparents of the Bride			

Groom: ___ At the altar ___ Process in with parent(s) ___ other: _____

Mother of the Groom: _____ **Escort:** _____

Mother of the Bride: _____ **Escort:** _____

Groomsmen (In order of procession - LIMIT 7**)	Bridesmaids (In order of procession - LIMIT 7**)	Ring Bearer(s) <u>Age 4 & up</u>	Pew #	L/R
		Flower Girl(s) <u>age 4 & up</u>	Pew #	L/R

***Best Man & Maid of Honor Listed LAST**

****See section I,7 of the Parish Requirements & Guidelines**

Bride escorted by _____

Notes concerning Procession: _____

LITURGY OF THE WORD

Readings	Chapter & Verse	Name of Reader
First Reading		
Responsorial Psalm		
Second Reading		
Gospel Acclamation		
Gospel		

For church use: Have these readings been approved?

Church Initial: _____ Date: _____

***Skip the following three lines if 1. The ceremony will not be a Mass 2. The couple does not have a preference.**

Altar Servers: _____

Offertory Gift Bearers: _____

Extraordinary Ministers of Communion: _____

FLORAL/DECORATIONS/SERVICES		
Title	Name	Phone # or email
Photographer		
Videographer		
Wedding Planner		
Florist		

<i>Will the couple present flowers to Mary?</i>	YES	NO
<i>Will the couple present flowers to their mothers?</i>	YES	NO
<i>Have arrangements been made with the church office for the florist to deliver flowers to the church?</i>	YES	NO
<i>Does the couple plan to decorate the pews (using marks, flowers, tulle, ect.)?</i>	YES	NO
<i>Does the couple have arrangements in place for the use of lighting, ect. relating to photography?</i>	YES	NO
<i>For church use: Have all decorations and florals been approved?</i>	Church Initial: _____ Date: _____	

MUSIC ARRANGEMENTS		Additional Music for Mass: Offertory: _____ Sung – Instrumental – Chant – Other: _____ Communion: _____ Sung – Instrumental – Chant – Other: _____
Prelude		
Grandparents		
Parents		
Bridal Party		
Bride's Entrance	Fanfare? (YES NO)	
Presentation of Flowers		
Recessional		
<i>For church use: Have these arrangements been approved?</i>		Church Initial: _____ Date: _____

Musicians/Vocalists: Parish Vocalist? ____ Other: _____

Notes concerning Musical Arrangements: _____

PARISH WEDDING POLICY

CIVIL/DIOCESAN REQUIREMENTS AND GUIDELINES:

1. Louisiana law requires the following:

- a. To be eligible for marriage, candidates must be at least 18 years of age, if either candidate is 16-17 parental consent is required and for those parties under 16 a court order must be issued.
- b. A certified copy of each candidate's birth certificate or a waiver signed by a judge (district or city) or justice of the peace along with Social Security numbers are required for the process.
- c. Both parties must be present when applying for the license along with all documents previously listed. Divorce judgement and death certificates from any previous marriages should also be present if applicable.
- d. A marriage license must be obtained from the Clerk of Court's office at the parish courthouse no earlier than 30 days before the wedding and no later than 72 hours before the wedding begins.
- e. A 72-hour waiting period must be observed between the issuance of the license and the celebration of the ceremony. If a license is obtained less than 72 hours before the ceremony, the couple must obtain a waiver.
- f. The marriage license becomes void 30 days after its issuance and no authorized persons may perform a marriage between the couple for whom such a license was issued. It is recommended that the couple apply for and receive their license two weeks prior to the actual date of the wedding ceremony.
- g. 2 witnesses are required for the purpose of signing the marriage license (along with the bride, groom and celebrant) at the wedding. Witnesses must be 18 years of age or older. The document will then be sent by the Church office to the Clerk of Court to be recorded legally.

2. In accordance with the Diocese of Lafayette, the parish of Sts. Peter and Paul requires the following:

- a. Appointments should be made with the church concerning the ceremony at least 6 months prior to the wedding date. To secure the couple's desired date, they are encouraged to set plans with the church earlier.
- b. At the initial appointment, the couple must present new copies (no older than 6 months) of their baptismal certificates with notations. The first interview will cover the basic information about the couple's family and faith history, as well as dates for both the rehearsal and ceremony. Further information concerning diocesan requirements will also be discussed.
- c. If either or both parties of the marrying couple are not registered parishioners of the parish or do not live within the territorial boundaries of the parish, a letter of permission from their parish pastor must be obtained and presented to the Church office upon submission of this signed form and the Wedding Plan.

All forms must be brought to the church office as soon as the couple has obtained them along with all other certificates of requirements completed (As stated under point 6 of the PARISH REQUIREMENTS AND GUIDELINES, all paperwork must be turned in no later than two weeks before the ceremony).

We the couple understand and agree to all information given above and pertaining to the

CIVIL/DIOCESAN REQUIREMENTS AND GUIDELINES:

Bride: _____

Groom: _____

Pastor: _____ **Date:** _____

PARISH REQUIREMENTS AND GUIDELINES:

I. *Basic requirements and restrictions*

- 1. There will be no weddings during the season of Lent.**
- 2. There will be no Saturday night weddings under any conditions or circumstances.**

Weddings can be Friday night or Saturday from 11:00am-1:00pm.
- 3. A non-parishioner is defined as:**
 - i.** Someone who does not live within the territorial boundaries of Sts. Peter and Paul Parish
 - ii.** Couples who are co-habiting and live outside the territorial boundaries of the Church (even if their families may live within the parish.)
- 4. The fee to have a wedding within the church starts at \$500 for registered parishioners who are actively contributing parishioners using the envelope system and have done so for over one year. All non-parishioners will pay a fee of \$750. (*NOTE: No portion of this fee goes to the Priest for his services rendered.) Weddings may be booked no later than 6 months in advance, Parishioner/non-parishioner fees must be paid at the time of booking the date, all other fees must be paid no later than 30 days prior to the wedding.**
- 5. Non-parishioners will need to bring in their own priest, If the priest is from the diocese of Lafayette, delegation from the Sts. Peter & Paul pastor is required. If the priest is from any other parish, a letter of suitability from his diocese is required.**
- 6. Witnesses must be 18 years or older. No minors will be allowed as Maid of Honor or Best Man. Ring bearers/flower girls must be a least 4 years of age.**
- 7. Couples that are cohabitating (living together) before marriage are limited to 2 Bridesmaids/Groomsmen.**
- 8. A marriage license must be presented to the Church two weeks before the ceremony. Out of diocese priests must have all paperwork turned into the Church office a month before the ceremony.**
- 9. There will be no smoking permitted in the Church and no alcoholic beverages permitted on Church property. Any persons found to be visibly intoxicated during the rehearsal or wedding ceremony will not be permitted to participate in said ceremony. It is very important that the couple express to their attendants their desire for a dignified and respectful ceremony; intoxication is **not** dignified nor respectful.**
- 10. The couple is responsible for themselves and their attendants being on time for the rehearsal and wedding. The church wedding coordinator will begin rehearsal on time with or without the entire wedding party. Your personal wedding coordinator's jurisdiction Ceases at the church door.**
- 11. All couples are asked to pay a \$150 fee to the wedding coordinator/sacristan, Cindy Leblanc.**

II. *Weddings with/without Mass*

1. All couples wishing to have a Mass celebrated with their ceremony are subject to the discretion of the pastor as to whether they have shown their devotion to the Eucharist through regular attendance to Sunday Mass. The obligation of the Church's ministers is to witness the marriages of those couples who have fulfilled all canonical requirements; This obligation does not mean that Mass must be celebrated with the wedding ceremony.
2. For couples entering a "mixed marriage", the Mass will not be celebrated to accommodate the non-Catholic party.
3. The priest alone is responsible for working with the couple through the wedding rehearsal and Liturgy.
4. A full wedding mass is encouraged, however if a full mass is not celebrated, a Deacon may preside over the ceremony.

III. *Dress Code*

1. The Church is a sacred place and dress should reflect this. Modesty should be considered when choosing dresses. For the Bride and Bridal party, no low-cut necklines or high slits and all dresses should be well below the knee.

IV. *Decorations and Floral Arrangements*

1. Simplicity in décor and restraint in spending is encouraged. The Sacrament of Marriage is a sign of God's love and faithfulness, and the true beauty of the couple's love should stand out more than décor.
2. Florists appreciate being notified at least 1 month before the wedding. The couple's florist should check with the Church office prior to the wedding to coordinate when the Church would be available for decorating.
3. The couple is responsible for clean-up and removal of all decorations immediately following the ceremony. If there is no professional florist being paid for cleanup, there must still be someone held responsible.
4. During the Liturgical seasons of Advent, Christmas and Easter, coordination of the wedding decorations must consider the Liturgical decorations already in the Church.
5. The use of Unity Candles, Unity Sand and/or Unity Crosses within the wedding ceremony is not permitted.
6. The use of banners, signs, trellises, arches and/or garlands within the Church is not permitted.

7. The use of an “Aisle-runner” is not permitted as such materials on top of the terrazzo floor present a safety hazard.
8. The throwing of anything inside or outside of the Church (rice, confetti, ect.) is not permitted. The use of sparklers is permitted so long as no trash is left behind.

V. *Photography and Videography*

1. One still photographer and one videographer are allowed during the wedding ceremony. A second videographer may remain in the choir loft during the ceremony.
2. All camera equipment, film packaging, ect. must be removed as soon as the ceremony has ended.
3. All photographers must be properly dressed.
4. 30 minutes is allotted to the wedding party following the ceremony for pictures.
5. The priest will not be mic'd. To catch any dialogue for a video, the couple alone will be mic'd.
6. Bearing in mind that the Church is the house of the Lord, The couple is obliged to check with the parish wedding coordinator as to the boundaries in which the photographers/videographers are allowed to move to capture shots.

VI. *Music*

1. Sts. Peter and Paul has a contracted organist and she alone is allowed to play the Church organ. However, **If the couple desires to have anyone else play the organ, a bench fee must still be paid to the house organist, her fee is \$300 and she will be present to monitor use of the equipment.**
2. All Mass parts are to be sung.
3. A vocal soloist is typically hired to sing at the appropriate times during the ceremony, these times being: the seating of the mothers, the entrance of the wedding party, the entrance of the bride, a true responsorial song from the approved texts after the first reading, offertory song, communion song (which should pertain to the Holy Eucharist), presentation of flowers, and a recessional hymn.
4. Secular music (while often requested) and audio recordings of songs cannot be used during the wedding ceremony, Mass or otherwise. Please reserve all non-religious music for the reception.
5. The following list is a selection of songs that have been pre-approved by our music coordinator, Jaqueline Savoie. Please email her at jacquelinembsavoie@gmail.com to discuss and plan the music selections from this list no less than 2 months prior to the wedding date. After this time, the couple's music will be chosen for them from this list. This is not a complete list of options; however, these are the pieces that are used at most weddings.

Wedding Music Sample List

<p><u>Prelude Music:</u></p> <ul style="list-style-type: none"> • Jesu, Joy of Man's Desiring – Johann Sebastian Bach • Sheep May Safely Graze – Johann Sebastian Bach • I Have Loved You – Michael Joncas • Love Never Fails – Brandon Heath • Grow Old with Me–John Lennon 	<p><u>Bridal Music:</u></p> <ul style="list-style-type: none"> • Bridal Chorus – Wagner • Trumpet Voluntary – Clarke • Wedding Procession from “The Sound of Music” – Rogers & Hammerstein
<p><u>Grandparents/ Parents entrance:</u></p> <ul style="list-style-type: none"> • Always Be a Child – Ray Boltz • You Raise Me Up – Groban/Graham • Ode to Joy - Beethoven 	<p><u>Roses to Mary/Mothers:</u></p> <ul style="list-style-type: none"> • Ave Maria – Schubert • Hail Mary, Gentle Woman - Landry
<p><u>Bridesmaids/groomsmen:</u></p> <ul style="list-style-type: none"> • Canon in D – Pachelbel • Trumpet Voluntary – Clarke • Ode to Joy – Beethoven 	<p><u>Recessional:</u></p> <ul style="list-style-type: none"> • Wedding march – Mendelssohn • Allegro M – Handel • Ode to Joy – Beethoven

We the couple understand and agree to all information given above and pertaining to the

PARISH REQUIREMENTS AND GUIDELINES

Bride: _____

Groom: _____

Pastor: _____ **Date:** _____

Date Church Use Fee Paid: _____ **Cash:** _____ **Check:** _____

ADDITIONAL INFORMATION

For additional resources concerning the Sacrament of Marriage, or if the couple has any questions or concerns pertaining to the Parish Wedding policy or Wedding Plan, please refer to the following contact list:

Prepare & Enrich Assessment: Diolaf.org/marriageministry

Sts. Peter and Paul Catholic Church Office: (337)-235-2433

Parish Wedding Coordinator/Sacristan: Cindy LeBlanc (337)-235-9732

Parish Organist/Music Coordinator: Jacqueline Savoie (337)- 412-0150

TIMELINE & FEES:

- **1st Consultation** (6 months to a year in advance) to fill out diocesan pre-nuptial inquiry and begin to fill out/read wedding policy (we encourage you to do so before scheduling your first consultation). At this time, we will instruct you to fill out the Prepare and Enrich Assessment found on the diocesan website: <https://diolaf.org/prepare-enrich> this assessment costs \$45 to register per couple. The church will then wait to receive your results to schedule the next consultation.
- **2nd Consultation** (depending on the processing of your paperwork through the diocese) will take place with Father to discuss your results and schedule your rehearsal and wedding date. **The Church will not be booked until the Use of Church fee have been paid.** The pastor may also recommend marriage courses to be taken through the course of engagement with the Diocese. Once the Church is booked, you may contact Cindy Leblanc, the church coordinator, to begin arrangements. It is important that during the planning process, the couple works closely with Ms. Leblanc to approve their floral decorations and other details as shown in the Wedding Plan.
- **Paperwork** will then be turned in periodically, both sacramental and legal, including copies of each person's birth certificate, social security numbers, updated baptismal forms with notations (No older than 6 months), and a marriage license (no earlier than 30 days before the wedding and no later than 72 hours before the wedding begins. 2 weeks prior is the recommended time to obtain this.)
- **The Following fees are to be expected while planning:**
 - **Use of Church:** \$500 for ACTIVELY GIVING Parishioners, \$750 for non-parishioners and non-active parishioners (no portion of this fee goes to the priest for services rendered. You may wish to make a separate donation to him and/or his concelebrant personally.)
 - **Organist Bench Fee:** \$300
 - **Church Wedding Coordinator:** \$150
 - **Assessment Fee:** \$45
 - **Marriage License:** Approx. \$30

