



Sts. Peter and Paul
Catholic Church

~ WEDDING PLAN ~

BRIDE: _____

GROOM: _____

OFFICIANT: _____

Parish Wedding Coordinator: _____

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

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

Sun - Mon - Tues - Wed - Thurs - Fri

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

Sun - Mon - Tues - Wed - Thurs - Fri

Witnesses:

Ushers:

****This form must be filled out in its entirety and brought to the church office along with a SIGNED copy of the parish's wedding policy upon booking of the ceremony.***

LITURGY OF THE WORD		
Readings	Chapter & Verse	Name of Reader
First Reading		
Responsorial Psalm		Sung? ___Yes___No
Second Reading		
Gospel Acclamation		
Gospel		
<i>Have these readings been submitted to and approved by the church?</i>		YES NO

***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 parish office for florist to deliver flowers to the church?</i>	YES	NO
<i>Has permission been granted for florist to place arrangements in the sanctuary area?</i>	YES	NO
<i>Has permission been granted for arrangements to remain in the sanctuary after the ceremony?</i>	YES	NO
<i>Does the couple plan to decorate the pews (using marks, flowers, tulle, ect.)?</i>	YES	NO
<i>If yes, have pew decorations been approved by the church?</i>	YES	NO
<i>Does the couple have arrangements in place for the use of special lighting, ect. relating to photography?</i>	YES	NO

Note: ALL decorations must be approved when the wedding plan is submitted.

MUSIC ARRANGEMENTS		<i>Additional music for mass:</i>	
Prelude		Offertory: _____	
Grandparents		Sung - Instrumental - Chant - Other:	
Parents		_____	
Bridal party		Communion: _____	
Bride's entrance	(Fanfare? YES NO)	Sung - Instrumental - Chant - Other:	
Presentation of flowers		_____	
Recessional			
<i>Have these musical selections been submitted to and approved by the church?</i>		YES	NO

Musicians/Vocalists: Parish Organist ___ 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.

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).

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

- a. Appointments should be made with a priest concerning the ceremony at least 6 months prior to the wedding date. In order 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 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.

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 Saturday night weddings under any conditions or circumstances.

Weddings can be Friday night or Saturday from 11:00am-1:00pm.

2. There will be no weddings during the season of Lent.

3. There is no set fee required or expected by the Church for the marriage of those persons who are actively contributing parishioners using the envelope system and have done so for over one year. If you wish to make a donation, a sum of \$350 may be donated to help defer the utility cost of the Church. Parishioners can schedule the ceremony one year in advance.

4. Non-parishioners may schedule 6 months in advance of the wedding and will need to bring in their own priest. For non-parishioners (and those parishioners who have not met the previously discussed requirements) there will be a \$750 charge for the use of the Church. This fee must be paid in half at the time of booking and the remainder at least one month prior to the date of the ceremony. A non-parishioner is:

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.)

All couples are asked to pay a \$100 fee to the wedding coordinator/sacristan, Cindy Leblanc.

5. 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 at least 4 years of age.

6. A marriage license must be presented to the Church two weeks before the ceremony. Out of town priests must have all paperwork turned into the Church office two weeks before the ceremony.

7. 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 respect**

8. The couple is responsible for themselves and their attendants being on time for the rehearsal and wedding. The person conducting the rehearsal will begin on time with or without the entire wedding party.

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 or not 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 into a "mixed marriage", the Mass will not be celebrated in order to accommodate the non-Catholic party.

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 restrain in spending is encouraged. The Sacrament of Marriage is a sign of God's love and faithfulness, and the true beauty of the wedding comes from the couple's love-- let that be what stands out.
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 take into account 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.
9. While the use of a professional wedding consultant may prove helpful in some instances, his or her responsible ceases at the Church door and is picked up again at the reception. The priest (or his designate) alone is responsible for working with the couple through the wedding rehearsal and Liturgy.

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 dress.
4. 30 minutes is allotted to the wedding party following the ceremony for pictures.

VI. *Music*

1. Sts. Peter and Paul has a contracted organist and she alone is allowed to play the Church organ. 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. No exceptions.
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 will not 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

Prelude music

- Jesu, Joy of Man's Desiring –Johann Sebastien Bach
- Sheep May Safely Graze–Johann Sebastien Bach
- I Have Loved You–Michael Joncas
- Love Never Fails–Brandon Heath
- Grow Old with Me–John Lennon

Grandparents/parents entrance

- Always Be a Child–Ray Boltz
- You Raise Me Up--Groban/Graham
- Ode to Joy—Beethoven

Bridesmaids/groomsmen entrance

- Canon in D–Pachelbel
- Trumpet Voluntary–Clarke
- Ode to Joy–Beethoven

Bride's entrance

- Bridal Chorus–Wagner
- Trumpet Voluntary–Clarke
- Wedding Processional from 'Sound of Music'–Rodgers/Hammerstein

Roses to mothers/Mary

- Ave Maria–Schubert
- Hail Mary, Gentle Woman–Landry

Recessional

- 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