

NATIONAL VOTIVE SHRINE OF OUR LADY OF PROMPT SUCCOR

2701 State Street

New Orleans, Louisiana 70118



SACRAMENT of MARRIAGE DIRECTIVES

I. AVAILABILITY

The National Shrine of Our Lady of Prompt Succor (OLPS) is available for administering the sacramental RITE OF MARRIAGE for Ursuline Alumnae and their immediate family members, and for anyone who may have a link to the Academy, to the Shrine Community or to the Ursuline Sisters.

In accordance with sacramental marriage preparation policies set forth by the Archdiocese of New Orleans and in the Roman Catholic Dioceses of Louisiana, a couple must begin preparation for marriage **at least six months to one year in advance** of the wedding date. Exceptions to this policy will be made only in light of serious extenuating circumstances.

Weddings are scheduled on FRIDAYS at 6:30 or 7:00 p.m. and on SATURDAYS, between the hours of 1:30 and 7:00 p.m., with the following EXCEPTIONS:

- The weekend before *Mardi Gras*;
- The Saturday before *Palm Sunday*;
- The weekend before *Easter Sunday*;
- Dates that conflict with *Ursuline Academy scheduled Graduation*, traditionally on the second or third Saturdays in May.

Please call or e-mail the Wedding Coordinator to check availability, and please review all of this information carefully and thoroughly.

IMPORTANT:

ALL REQUIRED SUPPORTIVE MARRIAGE PREPARATION DOCUMENTS MUST BE SUBMITTED TO THE SHRINE OLPS FOR REVIEW NO LESS THAN (6) WEEKS PRIOR TO THE WEDDING, SO THAT SO THAT "DELEGATION" MAY BE REQUESTED AND OBTAINED FOR YOUR PRESIDER. FAILING TO DO SO MAY PLACE YOUR WEDDING AT RISK OF TAKING PLACE ON YOUR DESIRED DATE BECAUSE YOUR PRESIDER MAY NOT HAVE RECEIVED DELEGATION IN TIME.

Mary Lee Berner Harris

504.473.6750

weddingsolps@gmail.com

II. FEES

The fee for use of the Shrine by an Ursuline Alumna is \$1,600.00 and \$1,850.00 for all others with ties to Ursuline Academy, the National Shrine of Our Lady of Prompt Succor Community or the Ursuline Sisters. (This fee includes the payments to the sacristan, coordinator and to the security guard for their services during the rehearsal and during the wedding. It does not include the offering to the Presider (priest or deacon) at the wedding ceremony; this is the responsibility of the bride and groom.)

- In order to officially secure the date and time for your wedding and rehearsal, a **NON-REFUNDABLE DEPOSIT** of \$500.00 is required when the *INFORMATION FORM FOR RITE OF MARRIAGE* is sent in.
- Please make all **checks** payable to *Shrine of Our Lady of Prompt Succor* (Include your name and the date of the wedding on the check.)
- If you wish to pay by **credit card**, a 3 % processing fee be added to your payments.
- **The BALANCE must be paid in full two months prior to the wedding date;**
- **CANCELLATIONS** and **POSTPONEMENTS** do occur for various reasons.
If there is a need to do so, reimbursement will be as follows:
 - For cancellations occurring **before** 60 days prior to the wedding, the deposit is forfeited but any additional payments will be returned.
 - If cancellation occurs **within** 60 days prior to the wedding date, the deposit is forfeited and 50% of all additional payments made to date is forfeited.
 - The forfeited fees will be credited as a donation, and a letter of receipt reflecting this will be sent to you to use as a tax deduction. It will be sent to you along with the refund of any eligible balance.
 - If a couple wishes to **POSTPONE** and reschedule their wedding for a later date, all fees paid to date will be applicable to a new date, upon availability.
 - **If it becomes necessary for the Shrine to cancel a wedding because of unforeseen circumstances, all fees will be returned.**
- **PLEASE NOTE:** The above fees **DO NOT** include a stipend you will need to provide for the Presider's (Priest or Deacon) services; please consult him regarding this offering.

III. INFORMATION FORM FOR RITE OF MARRIAGE

Please complete the *Information Form for Rite of Marriage* and return it as soon as possible along with the deposit in order to reserve the dates and times for your wedding and wedding rehearsal.

- Please SIGN the form with the agreed upon dates and times for the wedding and the wedding rehearsal, along with the name of the Presider. If your Marriage Preparer is different from the Presider at the wedding, please include his/her name and contact information. **The Shrine will not be reserved, nor the dates confirmed until the completed form and deposit are received by the Shrine.**
- Please mail both to:

NATIONAL VOTIVE SHRINE OF OUR LADY OF PROMPT SUCCOR
WEDDING COORDINATOR
2701 State Street
New Orleans, Louisiana 70118

IV. PRESIDER, PREPARER & PREPARATION

It is the responsibility of the Bride and Groom

- To secure a priest or deacon to **Preside** at the wedding as soon as they learn that their desired date is available. His name and contact information must be provided on the *Information Form* before returning it with the deposit. (If the Presider will not be the one conducting the Marriage Preparation, the name and contact information of the **Preparer** must be included.) The Shrine of OLPS can provide a contact list of priests or deacons who have presided at weddings at the Shrine in the past, if needed.
- To provide the priest or deacon with the *Request for Delegation for Priests/Deacons Witnessing Weddings in Holy Name of Jesus Parish New Orleans* form. (A priest or deacon located outside of Louisiana MUST also apply with the STATE to OFFICIATE at a wedding in Louisiana.);
- To make sure that they comply with and fill out the information for which they are responsible on the *Request for Delegation* form when giving it to their priest or deacon, i.e., obtaining required documents and providing the address to which they want their Marriage Certificate to be sent;

- To make arrangements with their Preparer...priest, deacon... or with the **Family Life Apostolate Marriage Preparation Office** to prepare to receive the Sacrament of Marriage. This must begin **at least six months** prior to wedding: Deacon David Dawson, Director, or Mrs. Cathy Francis, Assistant @ [504.861.6243](tel:504.861.6243) or mfl@arch-no.org or for more information or to schedule classes online: [https:// www.arch-no.org/offices/family-life-apostolate](https://www.arch-no.org/offices/family-life-apostolate)

Special arrangements for customizing the exchange of vows or for non-liturgical readings or music must be pre-approved by the Presider and the Shrine Director during the preparation period.

PLEASE NOTE: You might also inform the priest/deacon that vestments are available for his use; however, it is recommended that he bring his own alb.

It is the responsibility of the Presider and of the Preparer (If different from the Presider)

Presider/Preparer WHO MINISTERS WITHIN THE ARCHDIOCESE OF NEW ORLEANS

- ***To Request "DELEGATION" for Witnessing a Weddings in the National Shrine of Our Lady of Prompt Succor Located in Holy Name of Jesus Parish New Orleans.*** The Request for Delegation should be sent to the below address **along with all Marriage Preparation supportive documents upon completion:**

NATIONAL SHRINE OF OUR LADY OF PROMPT SUCCOR
WEDDING CODINATOR
2701 State Street
New Orleans, Louisiana 70118
Or to: shrineolps@gmail.com

- **To complete all the Preparatory Steps and appropriate Forms (and possible Dispensations) that are required by the Archdiocese of New Orleans:**
- Before DELEGATION is issued to the Presider, the Preparer must, along with the engaged couple, see that
 - 1) The Pre-Nuptial Inquiry has been completed;
 - 2) The FOCCUS Inventory and Assessment (or similar) has been administered;
 - 3) Permission from the bride's or groom's church parish to marry outside of her or his parish has been obtained;
 - 4) Certified (dated within 6 months of wedding) **Baptismal Certificates** from the churches in which the bride and the groom were baptized have been obtained;

- 5) Confirmation that the couple has received a “Certification of Completion” of an Engaged Encounter, a Mentor Couple Program, Days for the Engaged or online at www.catholicmarriageprep.com marriage preparation;
- 6) No obstacles exist that would prevent the marriage from taking place. If there are, he must obtain any Special Permissions or Dispensations required.

Presider/Preparer WHO LIVES & MINISTERS OUTSIDE THE ARCHDIOCESE OF NEW ORLEANS:

- To send a “**Letter of Suitability**” from his own Diocese;
- If he resides and ministers outside of Louisiana, please be sure that he applies with the STATE of LA to OFFICIATE at a wedding in Louisiana.
- The Archdiocese of New Orleans’ Office of Family Life and Marriage Preparation can help you with this process. Please call 504.861.6243 or email mfl@arch-no.org, or go online to: ldh.la.gov/assets/oph/CenterRS/.../MarriageOfficiantAffidavit.pdf

NOTE: If the Presider or Preparer who has prepared the couple for the Sacrament of Marriage OUTSIDE of the Archdiocese of New Orleans, all of the required documentation must be first sent to his local Diocese’s Chancery Tribunal Office first for approval. That Office must then forward approval and all documents to:

The Archdiocese of New Orleans Chancery Tribunal Office
Office of the Chancellor
504.861.6256 / fax: 504.866.2906
chancellor@arch-no.org
jurrutia@arch-no.org
7887 Walmsley Avenue
New Orleans, Louisiana 70125

The New Orleans Tribunal Office will then send all of the paperwork to the National Shrine of Our Lady of Prompt Succor.

- **NOTE::**
When all of the required documentation has been checked for completion by OLPS and forwarded to Holy Name of Jesus Parish Church, the Pastor there will grant Delegation to the Presider. The Pastor of Holy Name of Jesus Parish requires that ALL documents be turned in **SIX WEEKS PRIOR** to the date of the wedding, or there is a possibility that this wedding may not take place in the National Shrine of Our Lady of Prompt Succor.

Thank you for your cooperation and prompt attention to these essential steps in preparing to receive the Sacrament of Marriage!

V. THE REHEARSAL

Rehearsals (dates and times) are usually scheduled on an evening at 5:45 or 6:00 pm during the weekdays before the wedding, and **are conducted by the Shrine's Staff** in accordance with rules of reverence and respect for the use of sacred places.

The ***Rehearsal Form*** should be sent in for review as soon as the ceremonial plans are completed. Please adhere to the following guidelines:

- The rehearsal may be scheduled to begin at 5:45 or 6:00 p.m.;
- Please ask all in the Processional, as well as, all Mass participants to be present at the Rehearsal;
- The rehearsal shall not exceed one hour and must be completed by no later than 7:15 p.m. Please ask the wedding party to be on time;
- It is desired that your Presider be present at the Rehearsal, but not mandatory.

If it is not possible to schedule the rehearsal on the above suggested days or times, or if there are any special, additional ceremonial requests, please consult the Wedding Coordinator who will obtain the approval of the Shrine Director.

VI. CIVIL MARRIAGE LICENSE

Prior to the wedding, the bride and groom must obtain a Civil Marriage License, which is to be given to the Presider before the ceremony begins either at the rehearsal or beforehand. BOTH the bride and groom must apply in person to the:

Orleans Parish Marriage License Office

Benson Tower, 1450 Poydras St., Suite 407

New Orleans, LA 70112

Fee: \$27.50 (Cash, Checks, Money Orders–NO Credit Cards)

(504) 539-5116 8:15 a.m. – 3:15 p.m. / M – F (excluding State holidays)

IMPORTANT: A couple who will marry in Louisiana may obtain a Marriage License at any Marriage License Office in any Parish of Louisiana, but they must make sure that the signed document by their officiant following the marriage ceremony **MUST** be delivered back to the State Parish from which it was obtained!

In the State of Louisiana, there must be 24-hour waiting period between the issue of the license and wedding. This may be waived by a judge: Bring marriage license to a judge at First City Court, 421 Loyola Avenue, Monday–Friday, 9 a.m.–4 p.m. for this waiver.

The license is valid for 30 days. For more information, go online to:

<http://ldh.la.gov/assets/oph/Center-RS/vitalrec/REQUIREMENTSFOROBTAININGAMARRIAGELICENSE.pdf>

VII. ALTAR SERVERS

It is not necessary to have altar servers, but if the bride and groom wish to have servers, or if the Presider requires them, it is the couple's responsibility to make the arrangements with the Presider. The servers may bring the proper attire with them or they may use the Shrine's vestments. They should attend the Rehearsal.

VIII. MINISTERS OF MUSIC

The selection of music ministers (organist, pianist, instrumentalists, vocalists, etc.) is the responsibility of the Bride and Groom. If needed, the Shrine of OLPS can provide the couple with a contact list for those musicians who have performed in the Shrine in the past and with a list of music suggestions.

- Musicians may arrive 1–1.5 hours prior to the wedding to rehearse, if needed. Arrangements to practice at any other time prior to the wedding day must be made by the bride and groom in advance with the Wedding Coordinator who will check the Shrine's calendar for availability.
- It is expected that sacred or liturgical music will be chosen. If the couple desires an exception, it must be approved by the Presider **and** the Wedding Coordinator **three months** prior to the wedding. The Wedding Coordinator can provide a list of music suggestions, if requested.

IX. SHRINE ENVIRONMENT

The National Shrine of Our Lady of Prompt Succor is not only a sacred place, it is a work of art registered as a National Historic Landmark. Its use is allowed with the understanding that its preservation will be honored.

The bride and groom are kindly asked

- That all of those involved in creating the appropriate setting for your wedding (florist, decorator, photographers, wedding planner, musicians, etc.) know and will be respectful of the guidelines that have been established;
- That all members of the wedding party and guests respect the sanctity of the Shrine with quiet and reverent behavior. This includes the silencing of cell phone devices.
- That all members and guests refrain from the consumption of alcohol on the Shrine premises; At no time is eating, drinking or smoking allowed inside the Shrine or on the Shrine's front terrace and steps. If the couple so chooses, waters or soft drinks may be brought to the Rehearsal and placed in the refrigerator of the Shrine's Hospitality Room for use in that room **ONLY** on the wedding day.

- That the bride and her bridal party select gowns that are respectful and reverent, and reflect appropriate modesty in Our Lady's sacred Shrine. Cap or on the shoulder and single-shoulder sleeves or straps are accepted.
- That NO adhesive tape, tacks, staples, or nails of any kind be used on the pews, altars, walls, doors, etc. to attach ribbons and decorations. Live candles are not permitted in the aisles or on the steps of the Sanctuary.
- That for the safety of the bride and groom, their wedding party and guests, aisle runners in the chapel or on the outside terrace and steps and an outside canopy are not permitted. The throwing of rice, confetti, birdseed and the like is not allowed on the premises.

SEATING CAPACITY: The outside chapel of the OLPS Shrine contains 21 pews on each side of the center aisle, seating approximately 320–330 guests. The adjacent inside chapel of the Shrine seats approximately another 250 guests.

X. DÉCOR AND ENVIRONMENT OF THE SANCTUARY

Whatever is desirable and **appropriate** is permitted in the Sanctuary. You are asked

- That flower arrangements obtained for the **main altar** be left after the ceremony as an offering;
- That the wedding planner and photographers respect the sanctity of and do not enter the Sanctuary (red tile area);
- That the wedding party understands that **ONLY** the presider, the bride and groom, maid of honor and best man and musicians are allowed in the Sanctuary during the ceremony.

In addition,

- A *prie dieu* (double-sized kneeler) is provided for the bride and groom only. Chairs will also be provided for them, the maid of honor and the best man.
- Chairs, music stands and microphones will be provided for the musicians in the Sanctuary, as well as, a grand piano and an organ. The remaining members of the wedding party will be seated in the first few pews on each side of the center aisle in the body of the church.
- As per a recommendation from the Archdiocese of New Orleans, the lighting of Unity Candles will not be a part of the ceremony.

XI. SPECIAL NOTES FOR THE FLORIST

- If the florist needs to make a site-visit to the Shrine **prior** to the day of the wedding, arrangements must be made with the Wedding Coordinator (date, time), as no one will be available to handle such requests without a scheduled appointment;
- With the exception of “flameless candles,” no additional candles or candelabra, other than those already provided for on the altars are allowed. “Flameless candles” may be used as long as they do not obstruct the aisles;
- On the day of the wedding, the florist will be allowed entry to the Shrine 1 ½ hours prior to the wedding. If another day or time is desired, please contact the Wedding Coordinator 504.473.6750 to make arrangements in advance;
- Florists are not allowed to schedule delivery during the regularly scheduled 11:30 a.m. Saturday Mass nor during the 5:00 p.m. weekday evening Masses.
- **Special note!** Poinsettias decorate the church and will not be removed during the Christmas weeks, December 24 – January 6. Altar arrangements will not be required by the bridal couple during this time. Please plan accordingly;
- Immediately after the wedding, all extraneous decorations (pew caps, shrubs, palms, candles, etc.) must be removed by the florist or by a designated guest.

XII. SPECIAL NOTES FOR THE PHOTOGRAPHER/VIDEO CAMERA PROFESSIONAL

- Photographers and video camera personnel **will not be allowed to enter the Sanctuary (red tile area)** during the ceremony out of respect for the sacredness of the Sacrament of Matrimony and the holiness of the moment of commitment (vows);
- If photographs are to be taken in the Ursuline Courtyard (or other location on the campus) prior to the ceremony, or in the Shrine following the ceremony, arrangements must be made in advance with the Wedding Coordinator.

13. MISCELLANEOUS

- **Reserved parking** is available only for the limousines and/or mini-buses and trolleys in front of the main entrance of the Shrine. No other parking in Ursuline Academy’s campus parking lots is guaranteed, although the lot next to the auditorium will be open if not in use by the school. There is a “special needs” lot directly to the right side of the main entrance with a ramp entrance to the Chapel. The security guard will open that lot upon special request to drop off passengers at the ramp or for those who may have “special needs” permits.

- Because of limited space in the Vestibule, you are asked to limit the number of attendants to a maximum of eight (8) each (Bridesmaids and Groomsmen) excluding and in addition to the Maid of Honor and Best Man. The Bridesmaids and Groomsmen will be seated in the first or second pews on each side of the main aisle; the Best Man and Maid of Honor will be seated in the Sanctuary. Exceptions to this rule must be approved by the Wedding Coordinator prior to the Rehearsal with the understanding by the Bride and Groom that their attendants may have to be seated in the first two pews on each side of the main aisle;
- *If you have any special, additional ceremonial requests or concerns, please consult the Wedding Coordinator who will need to obtain the approval of the Shrine Director.*

Mary Lee Berner Harris

Ceremonial Coordinator

weddingsolps@gmail.com

504.473.6750

May the love of God bless both you and your families!