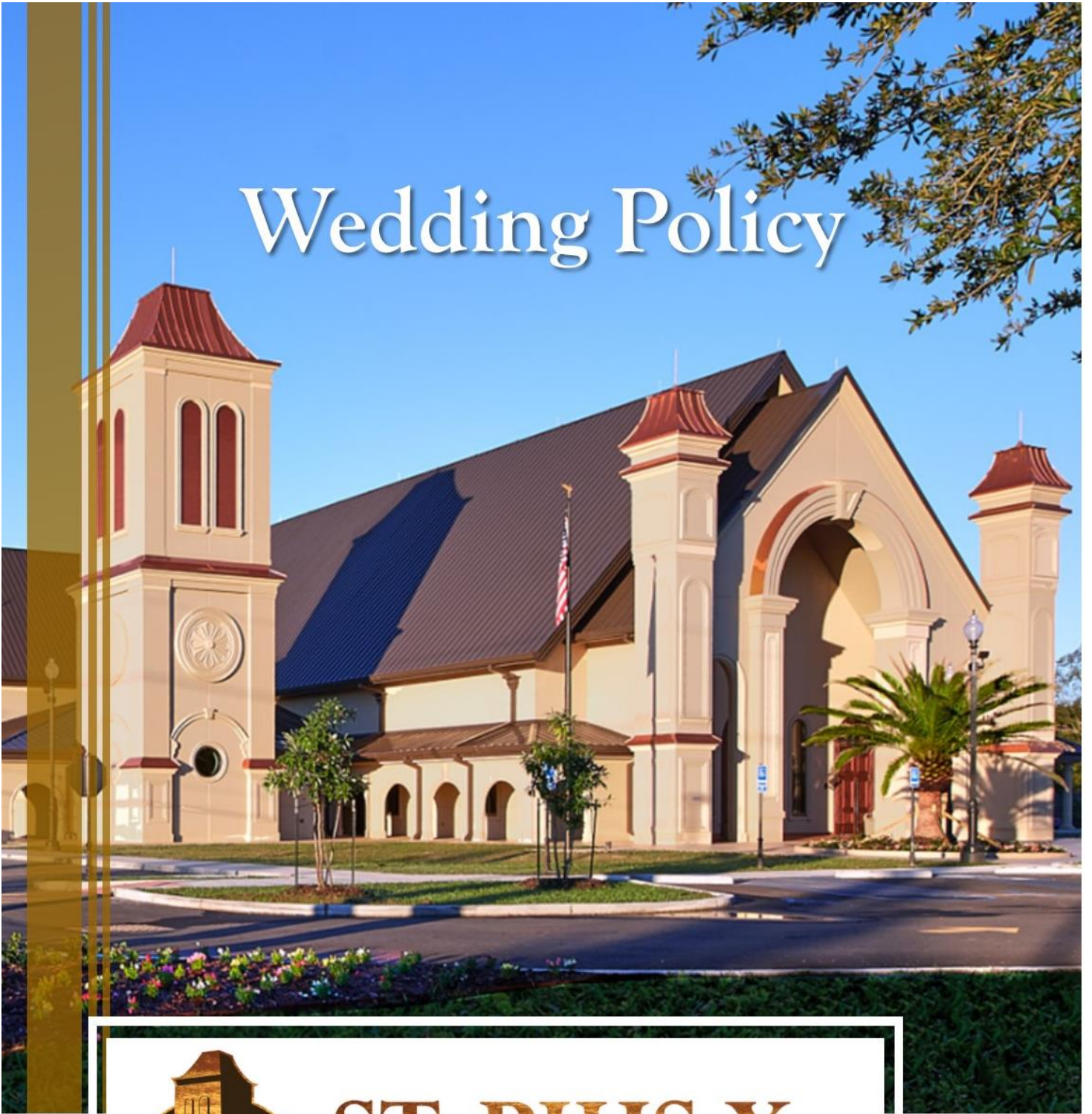


Wedding Policy



ST. PIUS X
CATHOLIC CHURCH

MARRIAGE POLICY INTRODUCTION

Congratulations on your engagement to be married! This Wedding Policy is intended to help you understand how to secure a date for your wedding and help you prepare for the reception of the Sacrament of Holy Matrimony. In order to allow adequate time for preparation, you should contact us at least nine (9) months prior to the proposed date of the wedding to secure a date and time for the wedding.

Since Holy Matrimony is a Sacrament of the Church, the liturgy for Holy Matrimony is sacred and solemn. Therefore, this policy is also intended to maintain the dignity of the occasion and of the church during wedding ceremonies.

Initially, it should be noted that in order to have enough dates available for weddings for our parishioners, at least one person, in the couple to be married, must be a parishioner of St. Pius X Church or the child of a parishioner. Whether someone is a “parishioner,” as the term is used in this policy, takes into account several factors, including but not limited to the following:

1. Registration at St. Pius X (usually for at least one year prior to the first contact requesting the wedding date);
2. Domicile;
3. Participation in the sacramental and/or ministerial life of the parish;
4. Traceable support of the parish with time, talent and/or treasure.

The final determination of whether someone is a “parishioner” of St. Pius X for the purpose of this policy is left to the discretion of the Pastor.

And now for your next step! Please call our Wedding Coordinator Supervisor, Barbara Abshire, to set up an appointment. Her number is (337) 232-4656, extension 216. Also, please read these policies carefully, as it will be presumed that you have read and understand them. If you have any questions, please ask the Wedding Coordinator Supervisor at your initial meeting with her.

SCHEDULING A WEDDING

1. Inquiries about scheduling a wedding at St. Pius X are directed to Barbara Abshire, at (337) 232-4656, ext. 216. A projected rehearsal/wedding date will be decided depending upon the availability of the officiant, the availability of the Church, and the approval of the Pastor. A packet will be mailed to the couple and an appointment is set within 30 days of receipt of the packet. The completed packet is provided by the couple at the initial meeting.
2. During the initial meeting:
 - a. All fees will be paid:
 - i. the refundable \$250 security deposit;
 - ii. the fee of \$200 security guard service (refundable up to 30 days before the wedding);
 - iii. the Music Director consultation fee of \$50 is to be paid in full at this time (payable to Mrs. Karen Melancon);
 - iv. the Vocalist base fee of \$200 is to be paid in full at this time (payable to Mrs. Karen Melancon or an approved vocalist);
 - v. the Organist fee of \$250 is to be paid in full at this time (payable to Mr. Kevin Martin);
 - b. The requested forms will be collected.
 - c. All wedding policies will be reviewed.

- d. An affidavit indicating that the couple have read and agree to abide by all of the regulations governing weddings at St. Pius X Church will be signed and witnessed.
 - e. Instructions for music arrangements will be given.
 - f. Information concerning documentation of previous marriages will be provided, as needed.
3. You will be notified about an appointment with one of the following officiants to begin marriage preparation:
 - a. Fr. James Brady, (337) 232-4656, ext. 223, pastor@stpiusxchurch.org
 - b. Deacon Philip Lizotte, (337) 232-4656, ext. 238, deaconphil@stpiusxchurch.org
 - c. Deacon Samuel Russo, (337) 232-4656, ext. 287, deaconsammy@stpiusxchurch.org

TIMES OF WEDDINGS

Weddings are scheduled according to church availability and at the discretion of the Pastor. They may be scheduled Monday through early Saturday afternoon, with or without Mass. No nuptial mass will be scheduled after 1:30 pm on Saturday.

No weddings will be scheduled on Sundays, Holy Days of Obligation or its Vigil, the 4th weekend of Advent through Christmas, and the 5th weekend of Lent through Easter Sunday.

FEES AND DEPOSITS

Security Deposit: \$250 (refundable if all rules in this Policy are followed and confirmed by the St. Pius Wedding Coordinator) A written refund request to St. Pius by the person(s) who paid the deposit should be made. If this is not received, it will be considered a donation to St. Pius.

Security Guard Service Fee: \$200 (refundable up to 30 days before the wedding) This fee covers the cost of a Security Detail Marshall who will be present at the church one hour before the ceremony begins and will stay on site until everyone leaves, including the wedding coordinator, about 3 hours.

Church and Officiant Gift Customary but Not Required: There is never any required fee for the church or the priest or deacon who officiates at a wedding at St. Pius X. Should individuals or families wish to provide the officiant or other attending ministers, servers, etc., with a gift, this must be paid directly to them. This being said, it is customary in the United States for the bride and groom to give a gift to the church and to the officiant on the occasion of the wedding and it is very much appreciated.

MUSIC FEES

Mrs. Karen Melancon: St. Pius X Music Director & Vocalist / Mr. Kevin Martin: St. Pius X Organist.

Mrs. Karen Melancon as Music Director approves all music, vocalists, and musicians to serve at St. Pius. This fee is \$50. For her to be the vocalist for the wedding is \$200.00. Your payment should be made payable to Mrs. Karen Melancon. If Mrs. Melancon is unable to serve, she will provide her own replacement. Other fees will apply to organize and/or hire a more elaborate musical ensemble for your wedding. A guest vocalist selected by the couple is paid directly by the wedding couple.

All selections of music must be approved by Karen Melancon. Mrs. Melancon's fees are refundable up to six (6) months prior to wedding date.

Mr. Martin's base fee is \$250.00. Your payment should be made payable to Mr. Martin. He reserves the first right of refusal (he is also paid in the event another organist/pianist is selected.) He must approve of any guest organist/pianist. Additional fees may/will apply depending upon the complexity of the ensemble desired. If Mr. Martin is unable to serve, he will provide his own replacement. Mr. Martin's fees are not refundable.

MUSIC

There is a rich treasury of appropriate sacred/liturgical music for use during the wedding ceremony. Therefore, secular music is best reserved for the reception after the wedding. A wedding is a liturgy – worship and praise of God who calls two people together in the sacramental union of marriage. The music should be chosen with great care. The words, images and music should enable all present to join with the bride and groom in praising God and asking His blessing on the union. No CDs or prerecorded music is allowed. Questions of suitability are decided by the St. Pius Music Director & Cantor, Mrs. Karen Melancon.

If there is a preference for another vocalist or additional musicians, approval is needed by Mrs. Melancon.

If the wedding liturgy includes Mass, a vocalist must serve as a cantor, and the responsorial psalm, the Gospel Acclamation, and the ordinary parts of the Mass including the Gloria, the Sanctus, Anamnesis (*also called the Great Amen*), Doxology and Agnus Dei are sung.

If the wedding liturgy does not include a Mass, a vocalist is recommended but not required, since usually instrumental music is used.

GUIDELINES FOR WEDDING MUSIC

PRELUDE MUSIC MAY BEGIN BETWEEN 15-20 MINUTES PRIOR TO THE WEDDING.

- Vocalists for weddings must be able to carry out the duties of a Cantor. This includes singing the psalm, Alleluia and parts of the Mass. (knowledge of where to stand and the gestures to the congregation are required)
- All sung music MUST be liturgically appropriate and sacred. (Variation of style is acceptable, but content of the lyrics must be sacred.)

THE FOLLOWING IS A LIST OF SUGGESTIONS, BUT IT IS NOT ALL INCLUSIVE:

Seating of the Mothers:

Ave Maria – Schubert
Ave Maria – Bach/Gounod
Hail Mary, Gentle Woman – Landry
On This Day O Beautiful Mother
Jesu, Joy of Man's Desiring
Always Be a Child

Bridesmaids:

Canon in D – Pachelbel
Jesu, Joy of Man's Desiring – J.S. Bach
Largo from "Xerxes" – Handel
Thanks Be To God – Handel
Arioso in A – J.S. Bach

Bride:

Trumpet Voluntary – Jeremiah Clark
Bridal Chorus – Wagner
Rigaudon – Campra
Prelude to the Te Deum – Charpentier
Trumpet Tune – Purcell

Psalm:

Psalm 128

Blest Are Those Who Love You
May the Lord Bless You

Psalm 103

The Lord is Kind and Merciful

Psalm 131

The Name of God

Offertory:

The Gift of Love or When Love is Found (same
tune)
Panis Angelicus – Frank
Wherever You Go – Haas
A Nuptial Blessing – Joncas
Wherever You Go – Norbert

Not for Tongues of Heaven’s Angels
Love is the Sunlight
Love Never Fails

Communion:

How Beautiful
Panis Angelicus
One Bread, One Body
Jesu, Joy of Man’s Desiring
Any Communion Hymn

Presentation of Flowers to the Shrine of Mary and Mothers:

Ave Maria (any version)
Hail Mary, Gentle Woman
Magnificat
Litany to the Blessed Mother

Recessional:

Rondeau – Mouret
Wedding March – Mendelssohn
Hornpipe – Handel
Now Thank We All Our God (from Cantata 79) –
J.S. Bach

WEDDING COORDINATOR

The Wedding Coordinator Supervisor assists the couple during the engagement period and assigns a Wedding Coordinator for each wedding. The assigned Wedding Coordinator is present for the rehearsal and the wedding. The Wedding Coordinator maintains the integrity of this policy to help everything go smoothly on your special day. While a couple is always free to engage the services of a bridal consultant, the supervisory authority of St. Pius Church’s Pastor and Wedding Coordinator takes precedence. The private wedding consultant’s responsibilities are not to conflict with those of the St. Pius Coordinator. One coordinator at each wedding is normally provided.

REHEARSAL

The date and time of the rehearsal will be scheduled at the initial meeting with the Wedding Coordinator Supervisor.

Rehearsals must begin promptly at the time scheduled. All members of the wedding party should be present. The St. Pius Wedding Coordinator will be present and lead the rehearsal.

The rehearsal is limited to one (1) hour.

CONDUCT OF THE WEDDING PARTY

The couple is reminded that St. Pius is a place of worship where the Blessed Sacrament is reserved. For both the rehearsal and the wedding, the conduct and attire of the wedding party and guests should reflect the sacredness of the church grounds.

- No alcoholic beverages are allowed anywhere in church or on the grounds of the church at any time. Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding.
- On the wedding day, if the bride or groom are intoxicated as determined by the officiant, the wedding ceremony will be cancelled.
- Eating and smoking are not permitted on church grounds.
- Bottled water is permitted in the Bridal Room and Vesting Sacristy only, and not allowed in any other area inside of the church. Water bottles are to be disposed of properly.
- The couple is responsible for the comportment of the entire wedding party. Inappropriate behavior of any sort is prohibited.
- No loud noise, shouting or improper conduct is allowed.
- Children who are present for the rehearsal or wedding must be supervised at all times, especially in the church near the baptismal font and altar areas. No running, loud noises, or playing in the water of the baptism font is allowed.

Violation of any policy will result in forfeiture of Security deposit.

DECORATIONS AND CLEAN UP

Floral arrangements and other elements of décor are frequently part of the wedding environment. The use of silk flowers is permitted, though living or fresh-cut floral arrangements are preferred. The St. Pius Wedding Coordinator will assist by guiding the placement of arrangements. An arrangement designed to be placed anywhere on the sanctuary area must have prior approval. Delivery and decorating may not begin more than fifty (50) minutes prior to the wedding liturgy.

Any donation of an arrangement(s) to the Church in memory of a relative must agree with the liturgical season. Please provide this information to the Wedding Coordinator Supervisor two (2) months in advance of the wedding so that it can be noted in the parish bulletin.

No tape, glue, wire, wired ribbon, plastic/metal hook or any material that may scratch the finish of the pews is to be used on the pews.

Candles already on the altar and in the sanctuary will be used. No additional candles will be allowed to protect the marble flooring. Battery operated candles are permitted for use as pew decorations.

Sanctuary furniture will not be moved or rearranged in the sanctuary.

No existing arrangements and/or decorations (especially at Easter & Christmas) will be moved or rearranged, with the exception of candlesticks on the tabernacle altar, which can be removed for placement of flower arrangements.

The following are prohibited in the Church and on the Church grounds: aisle runners, rice, seeds, rose petals, confetti, bubbles, fireworks of any kind.

All programs, floral arrangements and decorations must be removed upon completion of wedding and photography sessions. Areas that must be returned to order after the wedding:

- St. Theresa Bridal Room (& St. Cecilia Room): All water bottles, boxes and containers must be thrown away. All chairs must be returned to their original position. No other furniture can be moved during use.
- All bathrooms must be free of debris and clean.
- The cry rooms, the body of the church and the outdoor areas must be left clean and trash free
- The Gathering Area must be left clean and trash free; any table(s) or chairs used must be returned to their original position.
- Any other areas used by any of the wedding party must be left clean and trash free.

STILL AND VIDEO PHOTOGRAPHY

Professional photographers and videographers are preferred. We strongly recommend that photographers and videographers attend the rehearsal to become familiar with the liturgical space and to predetermine the various locales they will use to record the images of the wedding. If they are unable to attend the rehearsal, they will be expected to speak to the St. Pius Wedding Coordinator before the ceremony begins.

Photographers and videographers shall not obstruct the line of sight of the officiant or congregation throughout the ceremony. Flash photography is permitted if it does not cause undue disruption; in general, flash photography is best reserved for posed pictures before and after the wedding liturgy.

Posed photography may take place in the Church 50 minutes prior to the ceremony, and for a maximum of ½ hour immediately following the ceremony. Any arrangements outside of those times must be made with the Wedding Coordinator Supervisor prior to the rehearsal.

Photographers and videographers must do their job with reverence and dignity and in such a manner that is quiet and not distracting to the officiant, the wedding couple, the wedding party and the congregation. As professionals, they should be dressed appropriately for the occasion.

The wedding couple assumes responsibility for the behavior and actions of the entire wedding party and hired consultants (photographers, florist, videographer, etc.).

ATTIRE & BRIDAL ATTENDANTS

The attire of the wedding party, especially the bride and the bridesmaids, should be modest and reflect the dignity and sacredness of the Catholic Rite of Marriage.

Children selected as a ring bearer or flower girl must be old enough to walk to participate or be carried. No use of wagons, signs or other related props are allowed.

BRIDAL ROOM

St. Pius provides use of the St. Theresa/St. Cecilia rooms as the bridal room. This is where the bride and her attendants may dress and congregate until the ceremony begins. There is a restroom nearby. The groom and his attendants may congregate in the St. Peter Room.

MISCELLANEOUS

- A Unity Candle is not part of the Catholic wedding ceremony and will not be used in church.
- There are cry rooms available in the Church.
- Cooperation with rules set in this policy is expected by the entire wedding party, guests, consultants, photographers and videographers.

**ACKNOWLEDGEMENT OF ST. PIUS X CATHOLIC CHURCH
WEDDING POLICY & PROCEDURES
600 KALISTE SALOOM ROAD, LAFAYETTE, LA 70508**

We have each received a copy of the St. Pius X Catholic Church Wedding Policy & Procedures. We do hereby acknowledge that the policy and procedures set forth therein have been fully explained to us by a staff member and we do hereby agree to abide by the policy and procedures.

Conditional Refundable Security Deposit:

A Security deposit is required, at the time the wedding date is scheduled, in the event that either of the parties in the wedding or any guests at the rehearsal and/or wedding is found in violation of St. Pius X Catholic Church Wedding Policy and Procedures regarding the use of alcohol and/or drugs, damage, or any type of disorderly conduct in Church or on the Church premises. This deposit also covers any type of infringement of the policy and procedures for a wedding scheduled at St. Pius X Catholic Church, including but not limited to the florist, photographer and videographer. The deposit is refunded if there are no infractions of the policy provided the bride or groom contacts St. Pius X Catholic Church **in writing to request a refund of the deposit within thirty (30) days after the wedding.** If there is no request within this timeframe, St. Pius X will consider this a donation.

By signing this document, we acknowledge and consent to the policy and procedures of St. Pius X Catholic Church. We fully hereby release St. Pius X Catholic Church, the Wedding Coordinator and/or the Diocese of Lafayette from any accidents caused by any infraction of this policy.

Acknowledged at Lafayette, Louisiana this _____ day of _____, 20____ by signing this document in the presence of the undersigned staff member.

Rehearsal day, date & time _____,
Wedding day, date & time _____,
with _____ as officiant.

GROOM'S NAME (Print) _____ (Signature) _____

BRIDE'S NAME (Print): _____ (Signature) _____

STAFF MEMBER _____

Received \$ _____ from _____ in payment of the above required deposit.

Received \$ _____ from _____ in payment of the security guard fee.

Received \$ _____ from _____ in payment of the organist fee.

Received \$ _____ from _____ in payment of the music consultation fee.

Received \$ _____ from _____ in payment of the vocalist fee.

THE WEDDING PLAN

BRIDE: _____

GROOM: _____

Officiant _____ Mass? Y/N _____ # of expected guests _____

St. Pius Wedding Coordinator _____

Wedding Date S-M-Tu-W-Th-F-S

_____ Time: _____

Rehearsal Date S-M-Tu-W-Th-F-S

_____ Time: _____

Witnesses

Ushers:

Grandparents
of the Groom

Grandparents
of the Bride

Name	Pew # Left/Right	Escort Name

Groom: ___ at the altar ___ process with parent(s) ___ other _____

Mother of the Groom _____ Escorted by _____

Mother of the Bride _____ Escorted by _____

Groomsman List in order that they will be walking down the aisle; Best Man listed last.	Bridesmaid List in order that they will be walking down the aisle; Maid of Honor listed last.	Ring Bearer(s)
1		
2		
3		Walks with:
4		
5		
6		Sits:
7		Flower Girl(s)
8		
9		
10		Walks with:
11		
12		Sits:

Bride escorted by (Name) _____

Notes about the procession _____

Liturgy of the Word

Readings	Chapter & Verse	Name of Reader
First Reading		
Responsorial Psalm		sung? ___yes ___no
Second Reading		
Gospel Acclamation		
Gospel		Priest or Deacon always reads

Nuptial Mass Only

2 Altar Servers (If couple chooses) _____ and _____
 Offertory Gift Bearers (If couple chooses.) _____ and _____
 1 or 2 Extraordinary Ministers of Communion (if needed and must be commissioned ministers)
 _____ and _____

Presentation of Flowers Presentation of flowers to Mary ___ Yes ___ No Presentation of flowers to Mothers ___ Yes ___ No

Florist _____ Phone _____

____ Arrangements have been made/approved for the florist to deliver flowers to the church not more than 1 hour before the wedding.. This includes delivering bouquets/corsages/boutonnieres, placement of arrangements in the gathering area and/or placement of pew markers in the nave of the church.

____ Permission has been granted for the florist to place arrangements in the sanctuary area. ____ Permission has been granted for the arrangements to remain in the sanctuary area, after the wedding is over.

Photographer _____ Phone _____

Videographer _____ Phone _____

Wedding Planner _____ Phone _____

____ Prior arrangements have been made for special lighting, etc. relating to photography.

Use of church candelabra? ___Yes ___No Use of church flower arrangements? ___Yes ___No Use of church pew markers? ___Yes ___No

(All decorations must be approved when your Wedding Plan is submitted. Otherwise, it will not be allowed.)

Decorations approved: _____

Person responsible for clean up after the wedding _____

How your names should be announced by the officiant _____

Music

St. Pius Organist/Vocalist (check if selected)

___Kevin Martin, Organist ___Karen Melancon, Vocalist

Other musicians/vocalist hired:

Music Selections:

Prelude: Kevin's choice: ____ (check here)

My selection: _____

Grandparents: _____

Parents: ____ (check here if same as grandparents)

Processional / bridal party: _____

Bride's music: Fanfare ___yes ___no

Bride's Processional: _____

Presentation of the flowers: _____

Recessional: _____

Additional music selections for Nuptial Mass:

Gospel Acclamation: _____

Offertory: _____

Communion: _____

Mass Parts: sung by vocalist ___yes ___no

___Vocalist Choice ___English Chant ___Mass of Christ the Savior

___Mass of Renewal (Gokelman)