

# SHRINE OF OUR LADY OF PROMPT SUCCOR NEW ORLEANS 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 direct link to the Academy, to the Shrine 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 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 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 activities: The Friday nearest to October 21 (Rally Night); the first Friday in November (*La Fête*); and the second or third Saturdays in May (depending upon the Academy's Graduation schedule).

Please call or e-mail the Wedding Coordinator to check availability:

**Mary Lee Berner Harris**  
**504.473.6750**  
[weddingsolps@gmail.com](mailto:weddingsolps@gmail.com)

## II. FEES

The **RENTAL** fee for use of the Shrine is **\$1,450.00** for alumnae and **\$1,600.00** for all others with ties to Ursuline Academy or the Ursuline Sisters. (This fee includes the payments to the sacristans, 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 **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* (Please include the date of the wedding on the check);

- **The BALANCE must be paid in full two months prior to the wedding date;**
- **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 re. this offering;
- **CANCELLATIONS** do occur for various reasons. If there is a need to cancel the reservation, reimbursement will be as follows:
  - **One year prior to the scheduled wedding date: All but \$ 250;**
  - **If it becomes necessary for the Shrine to cancel the wedding because of unforeseen circumstances, all fees will be returned.**

### 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 of 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 of Our Lady of Prompt Succor;**
- Please mail both to:
 

**WEDDING COORDINATOR  
SHRINE OF OUR LADY OF PROMPT SUCCOR  
2734 Nashville Avenue (Office)  
New Orleans, Louisiana 70115**

### 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 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 or [mfl@arch-no.org](mailto:mfl@arch-no.org) or for more information or to schedule classes online: <https://www.arch-no.org/offices/family-life-apostolate>

**Special arrangements for 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:** The Shrine Rental fees DO NOT include a stipend you will need to provide for the Presider's (Priest or Deacon) services; please consult him re. his offering. You might also inform the priest that vestments are available for his use; however, it is recommended that he bring his own alb.

**IT IS THE RESPONSIBILITY OF THE PRESIDERS and OF THE PREPARERS**  
*(If different from the Presider)*

#### **WHO MINISTERS WITHIN THE ARCHDIOCESE OF NEW ORLEANS**

- To obtain the necessary permission from the Archdiocese of New Orleans Chancery Office and/or the Parish Church (Holy Name of Jesus) to administer the Sacrament of Marriage at OLPS by sending in the completed ***REQUEST FOR DELEGATION FOR PRIESTS/DEACONS WITNESSING WEDDINGS IN HOLY NAME OF JESUS PARISH NEW ORLEANS*** to the:  
**NATIONAL SHRINE OF OUR LADY OF PROMPT SUCCOR  
 WEDDING COORDINATOR  
 2734 Nashville Avenue (Office)  
 New Orleans, Louisiana 70115**
- **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
    - The Pre-Nuptial Inquiry has been completed;
    - The FOCCUS Inventory and Assessment has been administered;
    - Permission from the bride's or groom's church parish to marry outside of her or his parish has been obtained;

- Certified (dated within 6 months of wedding) Baptismal Certificates from the churches in which the bride and the groom were baptized have been obtained;
- 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](http://www.catholicmarriageprep.com) marriage preparation;
- No obstacles exist that would prevent the marriage from taking place. If there are, he must obtain any Special Permissions or Dispensations required.

**FOR THE PRESIDER WHO LIVES & MINISTERS OUTSIDE THE ARCHDIOCESE OF NEW ORLEANS:**

- Please send a “**Letter of Suitability**” from your own Diocese;
- Please be sure that you apply with the STATE 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](mailto:mfl@arch-no.org), or go online to:

[ldh.la.gov/assets/oph/CenterRS/.../MarriageOfficiantAffidavit.pdf](http://ldh.la.gov/assets/oph/CenterRS/.../MarriageOfficiantAffidavit.pdf)

- *If you are a Presider or a 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 your local Diocese’s Chancery Tribunal Office 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@archdiocese-no.org](mailto:chancellor@archdiocese-no.org)  
7887 Walmsley Avenue  
New Orleans, Louisiana 70125**

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

- **Important 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. The Pastor of Holy Name of Jesus Parish requires that ALL documents be turned in at least **TWO MONTHS 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 the Thursday or Friday evenings 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 between 5:45 and 6:15 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 7:30 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. 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)

In the State of Louisiana, there must be 72-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. The license is valid for 30 days. For more information, go online to: [ldh.la.gov/index.cfm/page1644](http://ldh.la.gov/index.cfm/page1644)

## 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 suggestions, if requested.

## IX. SHRINE ENVIRONMENT

*The 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 reverent behavior and quiet;
- That the bride and her bridal party refrain from wearing strapless gowns;
- That NO adhesive tape, tacks, staples, or nails of any kind be used on the pews, altars, walls, etc. to attach ribbons, decorations, etc.
- **Seating Capacity:** The outside chapel of the OLPS Shrine contains 21 pews on each side of the main aisle, seating approximately 320-330 guests. The adjacent inside chapel of the Shrine approximately seats 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 and the maid of honor and best man are allowed in the Sanctuary during the ceremony.

In addition,

- A double-sized kneeler is provided for the bride and groom only. Chairs will be provided for the maid of honor and the best man. Please let the Wedding Coordinator know if chairs for the bride and groom are required by the couple or by the presider.
- As per a recommendation from the Archdiocese of New Orleans, lighting of the Unity Candles will not be a part of the ceremony.
- At no time is eating, drinking or smoking allowed inside the Shrine or on the Shrine's front terrace and steps.

## 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); 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. Friday evening Mass;

- Special note! Poinsettias decorate the church and will not be removed during the Christmas week, 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 Shrine following the ceremony, arrangements must be made in advance with the Wedding Coordinator; the wedding party is asked to limit the time from 20 to 30 minutes.

## **13. MISCELLANEOUS**

- Reserved parking is available only for the limousines and/or limo-buses in front of the main entrance to the Shrine. No other parking in Ursuline Academy's campus parking lots is guaranteed. There is a small "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 a passenger 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 seven (7) 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 pew 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;
- The throwing of rice, confetti, birdseed, and the like is not allowed on the premises;
- For the safety of the bride and groom, their wedding party and guests, aisle runners in the chapel or on the outside steps and an outside canopy are not permitted;
- *If you have any special, additional ceremonial requests, please consult the Wedding Coordinator who will need to obtain the approval of the Shrine Director.*



- Please contact the Wedding Coordinator with any other questions or concerns: [weddingsolps@gmail.com](mailto:weddingsolps@gmail.com)/504.473.6750/Mary Lee Berner Harris, Coordinator.

**May the love of God bless both of you!**