

# St. John the Baptist Parish Wedding Guidelines

## **PARISH CONTACT INFORMATION**

The parish staff is available to assist you throughout your wedding preparation process.

Fr. Bayhi's Assistant: Nita Poole 225-654-5778

PMI/Marriage Prep: Phil Slaughter 225-223-2021

Wedding Coordinator: Libby Morgan 225-654-3501

Cantors: Molly Capone 225-654-6673 or 225-247-2098 David Belgard 225-261-5060

Organist: Rita Williams 225-654-3702

St. John the Baptist the Catholic Church  
4727 McHugh Drive  
Zachary, LA  
225-654-5778(Church office)  
<https://sjb-ola.org>

## **GENERAL GUIDELINES**

- For the purposes of these guidelines, parishioners are defined as registered and actively participating members for a minimum of six months prior to setting the date of the wedding.
- St. John the Baptist follows the diocesan policies and guidelines when scheduling weddings.
- Booking the church:
  - Parishioners: The church can be booked after the initial meeting with the priest or deacon who will be presiding for your ceremony. At the initial meeting, the priest or deacon will review the marriage preparation program and the bride/groom will contact the church office to reserve the church for both the wedding and the rehearsal.
  - Non-Parishioners: After the initial meeting, the priest or deacon will review the marriage preparation program and the bride/groom will contact the church office to reserve the church for both the wedding and the rehearsal.

The seating capacity of the church is 800.

### **● INFORMATION FROM THE DIOCESE OF BATON ROUGE**

- In order to assist you in making the best decisions possible and help you in preparing properly for this sacrament, the Diocese of Baton Rouge has published a brochure, *Preparing for Marriage*. A copy of the brochure is included in your preparation packet.

### **● FEES**

- Checks for fees are payable to St. John the Baptist Church.
- The fee for a wedding in St. John the Baptist is \$ 500.00 for parishioners who are registered and actively participating for a minimum of six months prior to setting the date for the wedding. The fee covers the utilities, the cleaning of the church, and the wedding coordinator volunteer.
- For all parishioners, if cost is an issue, please consult the pastor.
- A \$100.00 non-refundable deposit is due when the church is booked. The remainder of the fee is due prior to the wedding rehearsal date.
- For non-parishioners, the fee for a wedding in the church is \$1,000.00. This fee covers the utilities, the cleaning of the church and the wedding coordinator volunteer.
- A \$250.00 non-refundable deposit is due at the time of booking the church or chapel. The remainder of the fee is due prior the wedding rehearsal date.

- Monetary/appreciation gifts may be made directly to the priest or deacon at the couple's discretion.
- Fees for musicians are paid directly to the musicians. You will receive more information concerning this fee when you meet with your musicians. All musical choices must be liturgically appropriate and approved.

## • **SCHEDULING APPOINTMENTS AND FACILITIES**

### • **Parishioners:**

- Following the initial meeting with the priest or deacon, St. John the Baptist Church can be reserved for the wedding.
- Note: If the priest or deacon is not from St. John the Baptist Parish, an appointment to review the St. John the Baptist Wedding Guidelines.
- Note: No reservation will be accepted until the proposed officiant contacts the St. John the Baptist pastor and affirms that he will officiate and assume the responsibility for all pre-marital preparations. This must be done in writing.

### • **\* Non-parishioners:**

- The use of the church is primarily for the benefit of parishioners and activities of St. John the Baptist Parish. Parishioners' bookings of the church will take precedence.
- The church can be booked no more than one year in advance of the wedding date.
- Prior to booking the Church, an appointment to review the St. John the Baptist Wedding Guidelines is required with wedding coordinator. Contact information is on page 1.

## • **MUSIC AND LITURGY**

- A wedding is, first and foremost, a sacrament. All sacraments should be reverent and sacred. The music should be chosen with great care. The music for your wedding is to be appropriate for liturgical use.
- The Diocese of Baton Rouge has published guidelines for the use of music for weddings. A copy of the guidelines is included in your Marriage Preparation Packet.
  - The musicians must submit the selections to the wedding coordinator for approval.

- **PROFESSIONAL SERVICES**

- **Décor/Environment**

- The liturgical environment for weddings in the church should respect the sacredness and holiness of the sacrament as well as the joy and beauty of the celebration. It will be important that the Marriage Rites and you, the wedding couple is the focus of the sacrament. Flower placement must be approved by the wedding coordinator.
- Plants and floral arrangements should not obstruct the view of the altar, ambo, tabernacle, or presider's chair.
  - The décor in the church is set according to the seasons of the church year, for example, Advent, Christmas, Easter, etc. Items in the church environment cannot be moved or removed. Your florist will need to plan the decoration around existing banners, plants, furniture, etc.
  - Ribbon should be used in attaching decorations to the pews. No metal clamps, wires, or adhesive tapes are allowed.
  - The use of aisle runners is not allowed since they can be a safety issue. Rice, bird seed, flower petals, etc. are not allowed due to the potential risk of slips or falls.
  - After the wedding liturgy, the florist and the family are responsible for removing decorations and any boxes or containers which were used to transport decorations and flowers.
  - If appropriate, floral arrangements may remain and would be appreciated to enhance the weekend liturgies.
  - If you or your florist has questions or concerns regarding the guidelines for decorating, please communicate with the wedding coordinator.

- **Photography: Still and Video**

- Arrangements with the photographer are the responsibility of the couple. As professionals who record the sacred moments of your wedding, photographers should perform their jobs with reverence and dignity in such a manner that is quiet and unobtrusive.
- Photographers are not allowed in the sanctuary area during the ceremony. The wedding coordinator should be consulted for the acceptable areas for photography.
- Photography in the church prior the ceremony should end 30 minutes before wedding is scheduled to begin.
- The church is available for 30 minutes after the ceremony for additional photography.

- **AFTER THE WEDDING**

- Once you are married, if you will live within the boundaries of St. John the Baptist Parish, you will need to register in St. John the Baptist as a new household. This is done through the parish website. The office staff is available to assist you.

- **IMPORTANT DETAILS**

- The use of the St. John the Baptist Wedding Coordinator Ministry is required for all weddings scheduled in St. John the Baptist Church. This applies to all aspects of the wedding which occur inside the church.
- As you approach the end of the preparation process, you will be asked to contact the St. John the Baptist Wedding Coordinator who will guide you through the rehearsal and assist you on the wedding day, prior to and during the wedding ceremony.
  - The Bride's/Family Room in the church are available for use for one hour prior to the wedding unless otherwise requested for more time. No food or alcoholic beverages are allowed. It is the couple's responsibility to have the room returned to order following the wedding. All items brought in are to be removed at the conclusion of the ceremony.
  - Although there are festivities associated with weddings, the presence of alcohol is not permitted on the church grounds. The consumption of alcohol prior to the wedding is not the proper way to prepare for a sacrament. If it is determined that a member of the party has consumed alcohol prior to the wedding celebration, that person will be asked to leave the premises. If the offending party is the bride or groom, the wedding will not take place. It is the couple's responsibility to inform the members of the wedding party of this policy.

We understand and accept responsibility for following the guidelines for marriage at St. John the Baptist Church.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Signature of the bride Signature of the groom

Date \_\_\_\_\_ Date \_\_\_\_\_