

St. Matthew THE APOSTLE CHURCH

10021 Jefferson Highway, River Ridge, Louisiana 70123 Telephone: (504) 737-4537

www.stmatthewtheapostle.net email: smasecretary@arch-no.org

Wedding Information Details

Groom

Bride

Full Name:

Full Name

Address

Address:

Cell Phone:

Cell Phone

Wedding Date/ Time

Rehearsal Date / Time

Parish Priest Name

Visiting Priest Name and Church Parish

Flowers and Decoration:

Two (2) altar flower arrangements are to be left on the altar on either side of Tabernacle as a donation to the church.

No adhesive on pews or floor. Any unity candles or decorative candles must have something under them to protect the floor from candle wax. All flowers and decorations brought in for the wedding must be taken out immediately following the wedding (with the exception of the afore-mentioned altar arrangements). No rice, bird seed or confetti may be thrown inside or outside of the church.

Photography and Videography:

Photographers/Videographers must not enter the altar (sanctuary), during the Mass. Photographers and Videographers must be respectful of Sacrament of the Mass and not interrupt the Liturgy of the Mass.

Music and Musicians:

Music must be approved by the priest and must be traditional sacramental music. St. Matthew the Apostle's music director is available for weddings at a separate cost. Contact the rectory office for information. Any musicians brought in from outside the parish must go through the St. Matthew the Apostle's music director because of the sound system.

Wedding Coordinator:

When booking the church, a wedding coordinator is provided by the parish. She will open and close the church for rehearsal, conduct a rehearsal between 45-60 minutes. Open and close the church for the wedding, and direct the wedding party during the ceremony. The church will be opened one hour before the ceremony and close forty-five minutes after the ceremony.

Rectory Office Only

Deposit (**non-refundable**) to hold date: **\$150** _____ Check # _____ Cash _____

Church Rate for parishioner: **\$700** _____

Church Rate non-parishioner: **\$1000** _____

Balance Due: \$ _____

Balance Due: \$ _____

Balance of Church Rate due one month before wedding date: _____

Signature of Bride or Groom, responsible party

Consult Parish Priest at least 8 months prior to planned date of marriage. Definitive wedding plans should not be made until a determination of readiness is made by the priest/deacon.

Weddings may be celebrated Friday evenings, Saturdays Noon, 2:00 PM & after Saturday evening Mass.

The following fees apply for weddings: Parishioner \$700, Non-parishioner \$1,000. \$150 non-refundable deposit required.

Priest stipend is not included in the Church fees. Altar server stipends are not included in the Church fees.

Expenses related to music/singers are not included in the fees above. Such arrangements should be made directly with the parish music director, Mr. Glen Ganucheau, 466-1475.