



# Church of the Annunciation

Founded in 1844. A free church welcoming all since 1857.

## **General Information**

Christian marriage is a solemn and public covenant between two persons in the presence of God. In the Episcopal Church it is required that at least one of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.

Please read and completely understand the following requirements before agreeing to and signing at bottom.

## **The Declaration of Consent**

Before any couple can be married by an Episcopal priest or in an Episcopal parish, they must agree to and sign the following Declaration, which describes the character of Christian Marriage:

*We, \_\_\_\_\_ and \_\_\_\_\_  
understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.*

This Declaration can be found as a form suitable for submission in the Appendix of these guidelines.

## **Church Membership**

All members of Annunciation may be married at Annunciation in accordance with the canon law of the Episcopal Church.

## **Destination Weddings or Couples from outside of the Diocese of Louisiana**

In situations where the couple to be married are not members of Annunciation, they should receive pre-marital instruction from a priest in their area. Documentation will be required that the couple has fulfilled all the pre-marital counseling requirements at least one month prior to the wedding.

## **Setting a date and time**

Dates on our calendar are established on a first-come, first-served basis. The Rector of the parish must approve wedding ceremonies relative to other needs and programs. **NO DATES ARE RESERVED** until an initial meeting with the clergy. Please contact the church office for an appointment. Weddings are not conducted in Lent, on Christmas Day, Christmas Eve, or New Year's Day.

## **Premarital Counseling**

The canons, or laws, of the Episcopal Church require that a minimum of 30 days notice is to be given to the priest prior to a wedding; however, Annunciation requires a minimum of six (6) pre-marital sessions take place prior to the wedding. In most cases, this requires at least three months. Pre-marital preparation with the Rector is to be arranged with the priest as soon as practicable.

## **Prior Marriage**

4505 S. Claiborne Ave. New Orleans, Louisiana 70125

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If either party has been divorced, consent for the anticipated marriage must be obtained from the Bishop of Louisiana. The couple will need to meet with a professional counselor or licensed social worker at least one time. A minimum of one year must pass after a final divorce decree before a wedding may take place. To receive consent, all necessary paperwork must be submitted to the Bishop at 60 days prior to the planned wedding date.

## **Marriage License**

You must obtain a Louisiana wedding license from the appropriate authority. The ceremony will not commence until a valid license is provided to the priest. The license should be given to the priest at the rehearsal.

## **The Wedding Ceremony**

### **The Service**

The Book of Common Prayer, The Witnessing & Blessing of a Marriage, and The Celebration and Blessing of a Marriage 2 provide the form for all marriages in the Episcopal Church. Holy Communion is highly recommended as part of the wedding ceremony, but is not required.

## **Officiant**

If you would like to request that a priest other than the Rector of Annunciation conduct your service, approval from the Rector of Annunciation must be obtained and the Rector reserves the right to refuse such request. Any arrangements for an officiant other than the Rector of Annunciation are to be made at the initial meeting with the Rector.

## **Music**

Music for your wedding ceremony should reflect the tradition of the church. Annunciation has two musicians on staff. You are not required to use them but it is recommended. Annunciation's organ is available for use during your ceremony at no additional charge.

Music is meant to complement the sacred nature of the wedding ceremony. Thus, selections are limited to music and lyrics composed for liturgical use and are subject to the review and approval of the rector of Annunciation. Psalms, hymns, and liturgical anthems are most appropriate. Some classical selections may also be used, again with the approval of the rector. Secular or popular songs are not allowed at any time before, during or after your ceremony as they are appropriately shared at the wedding reception. The parish must have or secure the appropriate licenses to distribute and perform all music.

Please contact the Wedding Coordinator if you wish to arrange for additional musical instruments or soloists.

## **Lay Eucharistic Ministers**

Licensed Eucharistic Ministers from Annunciation or other parishes are welcome to assist in the distribution of the chalice. Requests for particular individuals to assist should be made to the officiating priest.

## **Readers**

The Lessons from the Old and New Testaments are to be read by lay persons. The Gospel is read by the priest or a deacon. Lay readers should be chosen no later than the time of the publication of the bulletin. Readings of Scripture may be drawn from these versions of the Bible: The Authorized (King James) Version, the Revised Standard, or the New Revised Standard.

## **Acolytes**

Family and friends who have been trained as acolytes are welcome to serve in this ministry.

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## **Photography/Video**

Photography inside the church MUST respect and honor the reverence of the wedding covenant. **All flash photography, amateur and professional, is prohibited during the service.** It is expected that the prospective couple will acquaint their guests to this restriction. Once the service has begun, photographers are not to move around in the Church. No photographic equipment of any kind (still or video) will be placed on, near or around the altar at any time.

Pictures may be taken before or after the service. Exceptions to photos during the ceremony are as follows: (1) the wedding party entering during the processional and (2) pictures taken from the back of church as the wedding party exits and (3) one professional video recording machine will be allowed and must be stationary at all times during the ceremony at an assigned place in the back of the church.

The church will remain available for photographs of the wedding party and families after the ceremony for thirty minutes.

## **Flowers**

Flowers are intended to enhance the celebration of worship. Flowers must fit within the vessels the church has for the altar. As a general rule, flowers should not overwhelm the church or detract from the central focus on the couple. Flowers placed on the altar are left as a thank-offering. Any flowers not on the altar may be removed within an hour after the ceremony. Your florist must contact the Wedding Coordinator in advance to discuss arrangements. The use of artificial flowers or greenery is not permitted. The practice of scattering flowers during the processional is prohibited as it will stain the white runner the church places down the aisle for weddings.

## **Rehearsal**

The rehearsal takes place at the church, usually one or two days or evenings prior to the ceremony and will last an hour. All members of the wedding party are to be present and prompt. The exact time should be arranged with the priest.

## **Wedding Day**

Please arrange the time that the wedding party will arrive at the church with the Wedding Coordinator. Typically the attendants and couple arrive at least 30 minutes prior to the start of the service. The service begins when all members of the wedding party are in formation on the front steps.

## **Entering the Chapel**

Prior to the processional, grandparents and parents may be seated. After the family is seated, a ring bearer and/or flower girl may enter.

The entire wedding party will process in one of two manners.

Option one: cross bearer (acolyte), attendants of person #1, person #1 (with or without parents), attendants for person #2, person #2 (with or without parents), and priest.

Option two: cross bearer (acolyte), attendants of person #1 and person #2 paired together, person #1 (with or without parents), person #2 (with or without parents), and priest.

## **Consumption of Alcohol Prior to the Liturgy**

Both the marriage rite of the church and the civil contract of a marriage require a reasonable and sober mind. If either the person to be married smells of alcohol or appear inebriated, the liturgy will not proceed and the congregation will be dismissed. No member of the wedding party or congregation demonstrating

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similar impairment shall serve as a signatory witness on any Ecclesiastical or Civil document or stand in the wedding party.

## **Miscellaneous**

A worshipful and reverent atmosphere should be maintained at all times, including at the rehearsal.

No pins, staples, nails, screws or any other “invasive” fasteners are to be used in the church or parish hall.

The Church has an aisle runner for your use.

No tape should be affixed to the stone floor as it might damage the tile. Likewise, no real flower petals are to be strewn on the floor, either in the aisle or in the narthex.

Furniture and fixtures may not be moved.

Annunciation is a small church and seats 110 people in the nave. The sanctuary (area of the altar) is likewise small and can accommodate a total of four people: the couple and two attendants. The remaining wedding party will be seated on the first row in the nave. Arrangements can be made for a small amount of additional seating, please discuss with the Wedding Coordinator.

Rice, confetti, bird seed, and bubbles shall not be used while indoors. Bubbles and seed may be used once the wedding couple has exited the great doors of the Church. Rice and confetti will not be used anywhere on Annunciation’s property.

Consumption of alcohol is not permitted on church property except at the reception in Vail Parish Hall. In accordance with Diocesan canons, hard liquor is never permitted; non-alcoholic beverages in equal quantity and prominence must be offered if beer and wine are served.

## **Fees**

Communicants in Good Standing: A communicant in good standing at Annunciation is defined as (1) regularly worshipping at Annunciation (generally defined as at least 6-9 times a year), (2) having received communion at least three times in the past year, (3) having committed and paid one a pledge for the past year, (4) and supporting the church’s ministries.

There is a required donation of \$500.00 to use the Brown Memorial Chapel. The fee includes use of the church as well as printed bulletins for each guest, cleaning of the chapel and restrooms before and after the service, and the assistance of the wedding coordinator. For weddings of fewer than 25 people in attendance, the chapel fees are customarily waived.

There is an additional \$100.00 per hour fee to use Vail Parish Hall plus a \$200 cleaning fee. A non-refundable deposit of \$250.00 is required when a date is set.

The honorarium for clergy is not required but customary and paid to the Rector’s Benevolence Fund.

If the ceremony is taking place off of church property, please speak to the priest about an appropriate donation to the church for arranging the wedding.

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All others: There is a required donation of \$900.00 to use the Brown Memorial Chapel. The fee includes use of the church as well as printed bulletins for each guest, cleaning of the chapel and restrooms before and after the service, and the assistance of the wedding coordinator.

There is an additional fee of \$250.00 per hour to use Vail Parish Hall plus a \$200.00 cleaning fee. A non-refundable deposit of \$500 is required when a date is set.

The honorarium for clergy is not required but customary and paid to the Rector's Benevolence Fund.

If the ceremony is taking place off church property, a donation of \$500 should be given to the church. The fee includes the preparation of the bulletins for each guest.

We have read, understand and agree to abide by the wedding policies of the Church of the Annunciation as stated above. Please return this entire document with your signatures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
First Name, Last Name Printed

\_\_\_\_\_  
First Name, Last Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Contact Information:**  
**Church of the Annunciation**  
4505 S. Claiborne Avenue  
New Orleans, LA 70125  
504-895-8697

Suzanne Fontan  
Wedding Coordinator  
[sfontan@entergy.com](mailto:sfontan@entergy.com)  
504-430-6897

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*Please complete this form and return it at the initial interview or at the first pre-marital counseling session.*

Date of Application: \_\_\_\_\_

Date and Time of Ceremony: \_\_\_\_\_

Date and Time of Rehearsal: \_\_\_\_\_

Is either of you a member of the Church of Annunciation? Yes  No

If no, do you have a familial relationship to Annunciation, please explain:

\_\_\_\_\_

Is either of you a communicant in good standing (as defined on page 3 of this document) of the Church of Annunciation? Yes  No

Will you use Vail Hall for the reception? Yes  No

**Person #1 Full name:** \_\_\_\_\_  
First Middle (full) Last

Date of birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
dd/mm/yyyy City, State, Country

Current Address: \_\_\_\_\_  
Street, City, State, Zip Code

Future Address: \_\_\_\_\_  
Street, City, State, Zip Code

Telephone (home): \_\_\_\_\_ mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Have you been baptized? \_\_\_\_\_ Where & When? \_\_\_\_\_

Have you been married before? yes / no If so, how long have you been divorced? \_\_\_\_\_

What is your religious (or denominational) background? \_\_\_\_\_

Name of 1st parent (even if deceased): \_\_\_\_\_

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Name of 2nd parent (even if deceased): \_\_\_\_\_

Will they be at the ceremony? yes / no

**Person #2 Full name:** \_\_\_\_\_  
First Middle (full) Last

Date of birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
dd/mm/yyyy City, State, Country

Current Address: \_\_\_\_\_  
Street, City, State, Zip Code

Future Address: \_\_\_\_\_  
Street, City, State, Zip Code

Telephone (home): \_\_\_\_\_ mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Have you been baptized? \_\_\_\_\_ Where & When? \_\_\_\_\_

Have you been married before? yes / no If so, how long have you been divorced? \_\_\_\_\_

What is your religious (or denominational) background? \_\_\_\_\_

Name of 1st parent (even if deceased): \_\_\_\_\_

Name of 2nd parent (even if deceased): \_\_\_\_\_

Will they be at the ceremony? yes / no

## THE CEREMONY

Main Attendant of Person #1: \_\_\_\_\_  
(aka Maid of Honor/Best Man)

Total Number of Attendants for Person #1: \_\_\_\_\_

Main Attendant of Person #2: \_\_\_\_\_

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*(aka Maid of Honor/Best Man)*

Total Number of Attendants for Person #2: \_\_\_\_\_

Ringbearer, flower girl (if applicable): \_\_\_\_\_

Will you have Holy Communion at the service: yes / no / would like to discuss  
*(Both persons to be married must be baptized and will partake.)*

**Which readings from Scripture do you wish to use?**

**Old Testament:** \_\_\_\_\_

**Epistle:** \_\_\_\_\_

Between the Readings a Psalm, hymn or anthem may be sung or said. If you have a particular reading or psalm, please discuss with the rector.

You may choose friends or family to read the Old Testament Lesson, New Testament Lesson and Psalm. Anyone participating in the service will be required to attend the rehearsal and are to be provided with the readings in advance.

Old Testament Reader: \_\_\_\_\_

Epistle Reader: \_\_\_\_\_

Psalm Leader: \_\_\_\_\_

## MUSICAL SELECTIONS

Musician(s): \_\_\_\_\_

Contact information: \_\_\_\_\_

Selections for before the ceremony: \_\_\_\_\_

\_\_\_\_\_

Seating of the family and entering of the ring bearer and flower girl: \_\_\_\_\_

\_\_\_\_\_

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Processional of the wedding party: \_\_\_\_\_

\_\_\_\_\_

Soloist during the ceremony (if any): \_\_\_\_\_

Post-communion selections: \_\_\_\_\_

Recessional: \_\_\_\_\_

## OTHER INFORMATION:

Do you have your own wedding coordinator? yes / no

If so, please provide the name and contact information:

\_\_\_\_\_

Photographer Name & Contact:

\_\_\_\_\_

Florist Name & Contact:

\_\_\_\_\_

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## A DECLARATION OF INTENTION The Rite of Holy Matrimony

We, \_\_\_\_\_ and \_\_\_\_\_  
understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

Names of couple:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Priest

\_\_\_\_\_  
Date

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