



Marriage Guidelines for Christ the King Parish & LSU Catholic Student Center

PREPARATION

The marriage policy of the Diocese of Baton Rouge requires a preparation period of at least six (6) months. In addition, we require the following:

- Meet with Pastor
- Completion of the Prenuptial Inquiry
- Completion of Prepare-Enrich (P&E)
- Completion of Witness to Love with marriage prep coordinators
- All paperwork must be completed at least two (2) months before the wedding
 - A recently-issued, certified copy of the baptismal certificate for each Catholic party
 - If neither party is a current LSU student or registered parishioner, a letter of permission from one's own pastor is necessary.
 - If previously married, a copy of the annulment decree. If this has not been obtained, contact the Diocesan Office. *Arrangements for a wedding date cannot be made until this declaration is obtained.*

DATE & TIME

The couple should make arrangements to meet with a priest of Christ the King Parish in person. No date and time is set until after this meeting and the wedding fee has been paid. Furthermore, all dates and times are considered tentative until the entire preparation process is completed.

Wedding ceremonies may be scheduled on Fridays between 5:00 - 7:00 pm and on Saturdays at 11:00 am, 1:00 pm, or 6:00 pm. The exceptions to this general norm are holy days, vigils of holy days, previously scheduled parish events, and Saturdays of LSU home football games.

CHURCH FEE

There is no charge for the wedding service, and the priest expects no stipend, but because of the costs of utilities, maintenance, paperwork, and the just remuneration for the coordinators, there is an expected donation.



If the couple (at least one party) are current students or registered parishioners of Christ the King the expected donation is \$450.

For all others, the expected donation is \$650.

No one is ever denied a wedding at the Center due to the lack of financial resources. If an exception is to be made, the officiating cleric will make the appropriate recommendation to the pastor who has to approve the request.

The expected donation is to be received at the time the church reservation is made and can be paid by check or at www.cklsu.org/payment (online processing fee – *Please do NOT use the give page!*). If the wedding is canceled, one half of the fee will be refunded.

OFFICIANT

The priest(s) at Christ the King are available for weddings where his schedule permits. A priest or deacon who is a family member or close friend of the couple may witness the wedding with a letter of delegation from the Pastor of Christ the King Parish.

MUSIC & LITURGY

All couples to be married at Christ the King Church should contact the Parish Director(s) of Music & Liturgy at least three months prior to the wedding date.

The Director of Music will assist you in selecting appropriate music for your wedding, and will assist you with booking musicians. The Director of Music must approve all musical selections.

The Pastoral Musicians who regularly serve in the Parish are available for weddings on a contracted basis. The Director of Music will provide a list of these musicians. We recommend and encourage their employment since they are familiar with the musical requirements and facilities of our parish.

Instrumentalists and/or vocalists from outside of Christ the King Parish may be employed with the Director of Music's approval.

Financial arrangements with musicians are a matter of private contract between the couple and the musician(s) and should be completed prior to the rehearsal.

The Director of Liturgy will provide the couple with a list of options for scripture readings and guidelines for prayers of the faithful. These should be decided at least 2 months before the wedding.

If other ministers (extraordinary ministers of Holy Communion, lectors, or altar servers) are desired for the ceremony, persons who have served within that ministry in their own parish church are preferred. Such ministers must be at least of high school age and should be chosen at least 2 months prior to the wedding.

DÉCOR

Church furnishings and decorations are not to be moved for any purpose whatsoever.

The decor should conform to the spirit of the liturgical seasons (e.g. minimal decorations during Advent; no decorations during Lent). The couple must contact the Director of Liturgy before consulting with a florist.

Living plants and flowers are preferred but substitutions are permitted. Floral arrangements may not be nailed or attached in any way to walls, arches, beams, or doors. No tape of any type may be used to affix bows or other decorations to the chairs or other church furnishings. Flowers or plants should not obscure the view of the altar, lectern, chair, or the couple.

Flower girls may be a part of the wedding; however, the practice of spreading rose petals or any other material on the floor is not permitted.

Unity candles, sand, etc. are not part of Catholic tradition and are not permitted at Christ the King.

Nothing is allowed on the altar itself.

Due to liability insurance, aisle cloth/runners are not permitted.

Availability of the church for decoration prior to the wedding will depend on whether other services or weddings are scheduled the previous or same day. The normal expectation is that no more than one hour is needed to decorate before the ceremony. More time for earlier decoration can be requested but not presumed.

The wedding party and/or contracted florist is responsible for removing any debris (e.g. boxes, flower petals, bows, programs, etc.) and decor (e.g. plants, flowers). This should be done as soon as possible after the ceremony. If the cleaning is not satisfactory, additional cleaning will be billed to the couple or directly to the contracted florist, at the rate of \$25 per hour.

The couple is responsible for making these guidelines known to the contracted florist(s) or to others responsible for wedding decor. The Center is to be assured such notification has been made prior to the rehearsal.

PHOTOGRAPHY

Photography of the ceremony should be done with extreme sensitivity to the sacredness of the sacrament of marriage. It should never intrude upon the wedding, cause a delay, or be a distraction to the assembly.

Bright lights are not permitted and flashes are discouraged during the ceremony. Modern low light photographic techniques should be employed if photographs are taken during the ceremony.

Neither the photographer nor camera equipment should be in the sanctuary (central platform of the church) at any time before or during the ceremony; pictures during the ceremony must be taken from outside the sanctuary; pictures may not be posed during any of the ceremony.



After the ceremony, fifteen (15) minutes will be allowed for planned, posed photography. Please respect the sanctity of the church and keep the poses respectful/minimal (this is not a photography studio).

No furnishings or decorations at any place in the complex may be moved to facilitate a photograph.

The couple is responsible for making these guidelines known to the contracted photographer and/or camera operator, and family members. The Center is to be assured that this has been done prior to the rehearsal.

Failure of the photographer to comply with these guidelines will not be permitted to photograph future weddings at the Center.

REHEARSAL

Normally the rehearsal takes place the evening before the wedding and must be confirmed with the parish office with the wedding date.

At the rehearsal, the couple should bring the Civil Marriage Certificates and an envelope addressed to the Clerk of Court office to be filled out and given to the Christ the King office.

Either the officiating cleric or the parish wedding coordinator will conduct the rehearsal and is available for assistance at the wedding. All members of the wedding party, including the bride and groom, should rehearse for the wedding.

DRESSING BEFORE CEREMONY

There is no private dressing area available in the Center; however, the Activity Center, the restrooms are available for use by the wedding party as they prepare themselves for the ceremony. Please remember that none of these areas are, by construction or by use, private.

Because of the public nature of the complex, the Center will not be held responsible for any valuables left unattended.

The church is a sacred place; therefore, reverence and proper decorum is to be observed at all times. Smoking, eating, and drinking are not permitted in the church at any time.

CARE OF THE FACILITIES

Someone in the wedding party or employed by the couple should remove any items used for or in preparation for the ceremony (e.g. clothes hangers, shoe boxes, cups). This should be done prior to the wedding ceremony begins so that no items are accidentally locked up or lost.

NO alcoholic beverages are allowed on the premise of Christ the King.

The custom of throwing rice (after the ceremony or reception) is not permitted. No bird seed, confetti, or any other substitute may be thrown.



Should there be any damages to the buildings or grounds as a result of the actions of the wedding party and/or guests, the couple will be expected to reimburse the Center for the cost of repairs of such damages plus 15%.

PARKING

The parking facilities of the Center are limited. Parking is available at the university facilities across Dalrymple Drive or Highland Road.

The back parking area on Fraternity Lane may be used by delivery persons in preparation for the ceremony or rehearsal. That parking area may also be used, by prior arrangement with the Center staff, for the convenience of any member of the couple's families who are disabled.

No one is to drive or park on the grass area around the Center at any time for any reason.

RECEPTION

The Activity Center may be available for wedding reception of couples married at the Christ the King on a contracted basis.

The Activity Center may not be booked prior to publication of the University schedule and is not available for wedding receptions during the season of Lent.

Arrangements for the use of the Activity Center must be made with the CTK Office.

Normal office business hours (Monday-Friday, 8:30 am - 4:30 pm, closed 12:30-1 :30pm for lunch daily)

OTHER INFORMATION

Our official name is Christ the King Parish and Student Center.

The physical address is "Corner of Highland Rd. & Dalrymple Dr." or " 11 W Fraternity Lane "

The church seats approximately 750 people.

The Activity Center fits approximately 150 people sitting and 275 standing.

The Center hours are: during semesters, 8:30 am - 12am (midnight); during most breaks & over the summer, 8:30 am - 8:30pm. During the week between Christmas and New Year's Day, the Center is normally closed and will be opened only two hours before a scheduled ceremony.