

PROCEDURE FOR WEDDINGS

Revised – November 2015

The Rector is responsible for notifying the Altar Guild of upcoming weddings. The ***Wedding Information form*** should be posted on the bulletin board in the sacristy, and filed under weddings in the sacristy file drawer when the service is completed.

There should be two people assigned to serve on wedding weekends.

TEAM ON DUTY

The work week begins on Saturday morning and goes through the following Friday. For Weddings, if there is a wedding on Saturday, the team that **BEGINS THEIR WORK WEEK THAT DAY** should attend the rehearsal on Friday evening to get special instructions for the wedding.

THE REHEARSAL

1. Introduce herself to the family and any visit celebrant.
2. Point out the location of bathrooms, dressing areas and other church facilities.
3. Find out how many rows or chairs should be reserved for the family so they may be cordoned off. The ropes can be found in the drawer "R".
4. Find out if there is to be a Holy Eucharist as a part of the service and how many guests are expected. The celebrant should indicate if the **ELEMENTS** are to be brought forward by the ushers in which case they should be placed on the oblation table, if not place them on the credence table.
5. Confirm with the family that no flowers or vases are permitted on the organ console or on the Altar.
6. The Rector should confirm in advance with the family that the main arrangement of flowers in the sanctuary is to be given to St. Andrew's as a thank offering to be used on the following Sunday service(s). All flowers, except this arrangement, may be removed following the wedding. If other flowers are left behind, it is at the discretion of the altar guild where to use them.
7. Try to ascertain where flowers will be placed and if there will be any special decorations. There are four pillar stands available for use outside of the back sacristy door and under the counter.

8. Remind family and ushers that no rice, confetti, bird seed, balloons or paper rose petals may be used on church property, indoors or out. Bubbles are permitted outdoors.
9. Find out if a RUNNER, provided by the family, will be used. A runner can be slippery on our wood floors and should be secured by the ushers with masking tape which can be found in drawer "T".
10. Remind the family that flash photography is prohibited during the service. No photographers are permitted in the aisles and there must be no moving about that would be distracting.

NOTE: Photographs by a professional photographer during the ceremony must be taken from the small window behind the organ or from the balcony (or the rear of the church if no one is seated in the two back rows.

SETTING UP

1. Members should arrive at least one hour before the wedding to ensure that preparations may be completed.
2. Remove ALTAR CANDLES. Check to see that they contain enough oil. Oil may be found in Cabinet "J". Use funnel to fill.
3. After washing your hands, carefully place the FAIR LINEN onto the communion rail.
4. Change the FRONTAL to white (if necessary).
5. Use a fresh FAIR LINEN unless the one you have removed is in absolutely pristine condition.
6. Replace ALTAR CANDLES. The DUST COVER remains off for the service.
7. The ALTAR CANDLES are to be lighted for all weddings before the service begins even if there is no Eucharist.
8. ALL LIGHTS should be turned on. DOORS opened and the MICROPHONE switched on. (Refer to Usher instructions on the sacristy counter.
9. The celebrant should be asked if the two WEDDING KNEELERS will be used. If they are to be used, place them in the center between the communion rails. The wedding kneelers are the needlepoint kneelers a the far left and right

10. PLACEMENT OF FLOWERS (other than the main arrangement) may be used anywhere in the church proper, ie nave, narthex, on the ends of chair rows, or on the sanctuary steps provided they do not interfere with the ceremony.
11. During the Easter season, light the Paschal Candle. During Advent season, light the correct number of candles in the wreath.
12. The BRIDE'S WHITE SATIN EMERGENCY BOX should be placed on the counter near the door in Herbert's Place.

SETTING UP FOR A HOLY EUCHARIST

1. Set up the CREDENCE TABLE as FOR A 10 O'CLOCK SERVICE according to the number of guests expected.
2. The celebrant should indicate if there is to be a server. See rehearsal instruction #4 for placement of the ELEMENTS.
- 3.

ASSEMBLING THE BRIDAL PARTY

1. The bridal party assembles in Hebert's Place. The groom, best man and groomsmen will enter from the office door.
2. An altar guild member should line up the wedding party starting at the rear door of the church a few minutes before the ceremony is to begin and should stay to "pace" them and remind them to walk slowly.
3. The altar guild member should also help the bride with spreading her train if she has one.
4. During the ceremony, the altar guild member may be seated at the rear of the church if there is room. If not, use the crying room.

CLEANING UP

1. Extinguish CANDLES.
2. Remind the celebrant to sign the REGISTER.

3. Remove any ROPES from chairs and return them to drawer "R" in sacristy.
4. Pick up any WEDDING PROGRAMS left behind. File one in the sacristy file drawer under "Weddings".
5. Make sure the church is in reasonable order.
6. Remove ALTAR CANDLES from the altar.
7. If the FRONTAL is to be changed back to the seasonal color, carefully place the FAIR LINEN on the communion roll.
8. Remove white FRONTAL and store on rack upstairs. Replace with seasonal frontal.
9. Replace the FAIR LINEN and ALTAR CANDLES. If there is a service the following day, the DUST COVER may remain off.
10. If there is a Eucharist, clean up according to the 10 a.m. clean up instructions and set up for Sunday service if it takes place the next day.
11. Close and lock all DOORS, turn off the MICROPHONE and turn off all LIGHTS and HEAT or A/C if on.

(Other Documents folder/Guides, Procedures & Instructions folder/Wedding Procedures)