

# WEDDING SACRISTAN

A Wedding Sacristan will be assigned to your wedding to make sure that the church is in proper order for your wedding needs. The Sacristan may contact you prior to the day of the rehearsal to inquire about any special needs you have concerning the wedding, i.e. the number of chairs needed in the sanctuary for the bridal party. The Sacristan fee is included in the fee for rental of the church.

On the day of the rehearsal the Sacristan will:

- ◆ Open the church and make it comfortable for the wedding party and celebrant
- ◆ Be in the church and available to the wedding party and family at all times during the rehearsal
- ◆ Answer any questions that may arise about use of the church
- ◆ Note the number of attendants so that sufficient chairs in the Sanctuary for the wedding
- ◆ Be responsible for lights, air conditioning or heat, and security of the church at the end of the rehearsal.

On the day of the wedding the Sacristan will:

- ◆ Open the church for the florist and musicians two hours before the contracted start time of the wedding
- ◆ Turn on lights, air and heat as needed
- ◆ Set up the altar for Mass
- ◆ Set up lapel and altar microphones
- ◆ Assist the presiding priest/deacon as needed
- ◆ Be in the church and available to the wedding party and family throughout the wedding service
- ◆ Assist with pacing the bridesmaids for the procession up the aisle
- ◆ Ensure that church guidelines concerning what can and cannot be done during the service are followed
- ◆ Remain in the church after the ceremony (no longer than two hours after the contracted start time of the wedding) if photos will be taken at that time.
- ◆ Be responsible for lights, air conditioning or heat, and security of the church after the wedding

## PLEASE NOTE:

- We expect your cooperation in ensuring that your rehearsal and wedding begin on time, and that members of your wedding party behave appropriately before, during, and after your rehearsal and wedding.
- ◆ The church rental fee covers a 4-hour period: 2 hours in advance of the contracted start time of the wedding for the florist and perhaps musicians to set up, and two hours after the contracted start time of the wedding for the ceremony and photographs after the ceremony. Everyone will have to be out of the church at that time as the sacristans will turn out the lights and lock the doors.