

WEDDING SACRISTAN

RESPONSIBILITIES OF THE WEDDING SACRISTAN

A wedding sacristan is assigned to your wedding to make sure 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.

The responsibilities of the Sacristan are:

- ∅ On the day of the Rehearsal the Sacristan will:
 - ◆ Make the church available and comfortable for the wedding party and priest
 - ◆ Be in the church and visible 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 are placed in the Sanctuary for the wedding
 - ◆ Turn out all lights, turn off heat or air conditioning, and lock the church at the end of the rehearsal

- ∅ On the day of the Wedding the Sacristan will:
 - ◆ Open the church for the florist 2 hours before the wedding.
 - ◆ Turn on air/heat/lights as needed.
 - ◆ Set up for Mass: hosts, wine, vestments, sacramentary, tabernacle key, holy water, set up (lapel & altar) microphones, etc.
 - ◆ Assist the presiding priest/deacon as needed.
 - ◆ Be in the church and visible to the wedding party and family at all times throughout the wedding service.
 - ◆ Assist with pacing the bridesmaids and bride for the procession up the aisle
 - ◆ Make sure that the church guidelines concerning what can and cannot be done during the service are followed.
 - ◆ After the ceremony, return the sanctuary and church to the condition they were in before the wedding, turn off lights, air, or heat, and lock the church.
 - ◆ Remain in the church for up to one hour after the ceremony if photos will be taken of the wedding party at that time. If the wedding starts late, that will affect the amount of time available for photos.