

## WEDDING COORDINATOR MINISTRY

Wedding Coordinators assist the bride and groom in specific ways:

- Attend the rehearsal and assist the presider by helping the wedding party form the procession, seating placements for wedding couple, attendants, parents
  - Inform couple of following: no alcohol on premises, they responsible for cleaning up dressing areas, absolutely no gum during the liturgy
  
- On the day of the wedding the coordinators:
  - Assist with placing pew bows
  - Show wedding participants their dressing areas
  - Set up table in narthex for programs, pictures, etc.
  - Setting up the small table for the unity candle (if used)
  - Putting the wedding bench and kneeler (if there is a Mass) in place
  - Showing florist the proper placement for altar flowers
  - Assisting in putting on flowers for special attendees
  - Setting up as sacristan (when there is a Mass)
  - Assisting Readers by showing them the book at the ambo
  - Show photographers and videographers proper places to take pictures
  - Change altar cloth to white (unless it is during Christmas and Easter) and then after wedding change cloth back.
  - Light altar candles
  - Line up the wedding party for the procession
  - Clean dressing rooms after wedding starts  
Light altar candles.
  - Line up wedding party.
  - Clean up dressing rooms after wedding started.
  - After the recessional, the bride and groom and their witnesses go to the sacristy to sign the marriage license and the wedding certificate
  
- After wedding is concluded:
  - Return benches, kneelers, table for unity candle, table for programs in narthex
  - Extinguish candles after the pictures are taken
  - Couple is responsible for cleanup but coordinator will go through church and dressing areas to make sure that there is nothing left behind
  - Make sure that wedding license is signed and return to main office
  - If Mass has taken place, provide sacristan cleanup (See sacristan duties for wedding Mass)
  - Remove programs from pews
  - Remove flowers and pedestals