

Attachment #7

SACRISTAN CHECKLIST FOR WEDDINGS

(** These steps may also be completed by the parish's Wedding Coordinator.)

1. Arrive at least an hour prior to the marriage ceremony start-time and:
 - a. For a Mass: Ensure steps #2 through #11, 14, 17, 21 (through coordination and discussion with the wedding coordinator and/or Presider, if/as needed) and appropriate sections of the "Daily and Weekend Sacristan Duties Checklist" are completed.
 - b. For a Service of the Word (Outside Mass): Ensure steps #2 through 6, 10, 14, 17, 21 (through coordination and discussion with the wedding coordinator and/or Presider, if/as needed) and appropriate sections of the "Daily and Weekend Sacristan Duties Checklist" are completed.
2. Coordinate with the Wedding Coordinator or Presider to receive the binders (containing the Scriptural Readings and Prayer of the Faithful) for the wedding.
 - a. Place the binder containing the scriptural readings on the Ambo. Ensure the Ambo microphone is turned on and is working properly.
 - b. Place one binder (containing the presider's copy of the Prayers of the Faithful) on the table next to the Presider's chair.
 - c. Place the other binder (containing the Reader's copy of the Prayer of the Faithful) on the lectern. Insure the lectern microphone is turned on and is working properly.
3. Ensure the Rite of Holy Matrimony is placed on the sacristy countertop for review and use by the Presider.
4. Ensure that two (2) chairs (for the bride and groom) are designated in the Worship Space (outside the sanctuary however); facing the altar (near the Ambo).
5. Ask the Wedding Coordinator or Presider whether to preposition two (2) wooden kneelers in front of the aforementioned chairs for the bride and groom.

6. Coordinate with the Wedding Coordinator or Presider to determine:
 - a. If the bucket of Holy Water will need to be filled and used for the blessing of the rings and/or the couple. If so, place it on a small table (with suitable white table cloth covering, if possible) in the sanctuary area (on the lectern side).
 - b. **No unity candle, rice or confetti** is to be used—there are NO exceptions.
 - c. If a glass or metal plate or like device will be needed for the placement of rings for the blessing. If so, place this device on the same table with the bucket of Holy Water (item #b above), if possible.
 - d. If the selected non-St. Michael Parish EMHCs, readers, and/or ushers are present and need to be instructed on our local parish procedures.
7. Ensure a sufficient number of front row seats (on both sides of the church) are reserved (e.g., by placement of reserve signs on the seats) for the bride’s maids; other members of the bridal party; immediate family, friends and guests; etc.

(NB:

- a) While “traditionally” the family, friends and guests of the Groom are seated in the Worship Space on the left side of the altar and, the Bride’s invited guests on the right side of the altar, NO WHERE in Catholic liturgy or the ritual for the Sacrament of Matrimony is this required.
- b) While there is no official role or liturgical requirement for bridesmaids and groomsmen, or the Maid-of-Honor and Best Man (AKA: “the wedding party”) in the traditional ritual for the Sacrament of Matrimony, few couples today would consider having a wedding without asking friends or family to fill these traditional roles.
- c) Without specified roles, rather than relegating the wedding party to standing around nervously before the wedding, consider asking them to serve as ministers of hospitality, warmly greeting guests as they arrive at the church and/or escorting them to their assigned or preferred seating.

Seating Arrangements: Bride and Groom seated together, but separate from the invited guests; front row for the wedding party; the next row for the immediate family (parents, siblings, children); and the remaining rows of seating for the other invited friends, distant family members, etc.

- d) Any questions regarding the “how’s, who’s, what’s, where’s and why’s) of the ritual of the Sacrament of Matrimony are to be directed to the Presider. (the Bride and Maid-of-Honor will not dictate or include practices in the ritual that are contrary to the teachings of the Catholic Church.)

- e) The wedding couple's photographer MUST be directed to speak with the Presider upon their arrival for instructions on do's and don'ts please within the liturgy.

Photographic and video equipment, and its associated cabling MAY NOT be positioned within the sanctuary area, without exceptions.)

- 8. Ensure an area is identified and available for use by the bride, groom, and the wedding party for changing of clothes, preparation and time for prayer or private reflection before the liturgy begins.
- 9. After the liturgy, ensure the Holy Water, ring tray and table(s) (if used); binders; etc., are removed from the sanctuary and returned to their proper storage locations.