

ST. EDWARD CHURCH

WEDDING HOSPITALITY MINISTRY

The role of the Wedding Hospitality Minister includes both practical and pastoral aspects. It is primarily one of hospitality with adjunct duties as sacristan and assistant to the presider.

In general, hospitality would include:

1. Officially representing the St. Edward Parish community in providing a warm and welcoming atmosphere for the wedding party, family and guests.
2. Providing an orientation to the facilities for the wedding party and family.
3. Facilitating the meeting of both routine and emergency needs.
4. Facilitating the communication and collaboration with priests, liturgist, musicians and other staff or wedding party members.

In general, sacristan duties include:

1. Preparation of the worship space for the wedding.
2. Restoring the worship space after the wedding in preparation for the next liturgical event.

Aware that many people coming to our parish to celebrate a wedding are not active parishioners, the wedding minister should strive to see that all are welcomed, put at ease, and given clear guidelines and communication whenever possible.

The parish staff is acutely aware that this ministry has the potential to be occasionally stressful. Our intent is to ensure that we have an adequate number of volunteers to staff parish weddings, that these volunteers are well-trained and prepared, and most especially, well supported by parish staff.

Scheduling would take place as far in advance as possible, and would be done in consideration of your availability.

Once you have been trained, an estimate of time commitment is as follows, but would probably vary considerable with each wedding.

1. Prior to wedding weekend: 2-4 hours preparation:
 - a. Conference with both the presider and the couple to go over checklist of details and discuss any concerns.
 - b. Preparation of presider and lector books if requested.

2. Wedding Rehearsal: 1-2 hours usually on the night preceding wedding.
3. Wedding Day: approximately 2 hours before wedding, ½-1 hour after.

Training would include, but not be limited to:

1. An overview of the theology of the sacrament of marriage.
2. A complete familiarization with the Church building itself, including location of rooms and supplies you might need, the lighting and sound system.
3. An orientation to the St. Edward parish guidelines for weddings.
4. A short course on preparing the presider's and lector's books for the liturgy.
5. Observation and/or interning with another at actual weddings and rehearsals until you have reached a comfort level with the ministry.

Duties would include, but not be limited to:

1. Prior to wedding weekend:

- a. As soon as possible after assignment, and at least two to three weeks before wedding, meet with the presider to determine basic information and any perceived concerns. i.e. will there be Eucharist, any unusual circumstances such as strained family relations, lectors, altar servers or Eucharist ministers needed, etc.
- b. Arrange meeting with the couple to introduce yourself and explain: your role, determine any of the above information that is not yet set, go over check list for wedding day, get a general idea of planned wedding decorations, make sure they are familiar with and understand wedding guidelines, answer questions and address concerns. Establish list of readings to be used making sure they are from the selection of readings listed in the Marriage is for Keeps preparation book.
- c. 2-3 weeks before the wedding make arrangements for 2 altar servers for a wedding with a Mass (See procedure on last page.) if St. Edward's servers are needed.
- d. Check again with presider the week of the wedding to determine any unsettled items and ask if he would like the lectionary and presider's book prepared.
- e. Prepare Lector notebook with reading selected by couple. Materials for preparing the notebook are kept in the copy room (the room behind the main office)
- f. Contact Faye Hansen Music coordinator 233-8060 Ext 202 (w), 236-6627 (h) if outside professionals will be playing or singing for the wedding. She will need to meet with them to go over music selections. If St. Edward musicians are doing the music, Faye does not need to be involved.

2. Rehearsal:

- a. Arrive 15-20 minutes prior to rehearsal time.
- b. Turn on lights and microphone in ambo.
- c. Introduce yourself to parents, witnesses and other chief participants. Be warm and welcoming. Often extended families and friends do not know each other. Facilitate participants getting acquainted.
- d. Make sure you meet the people pre-assigned by the family to help with set-up and clean up.
- e. Occasionally there will be a visiting presider that you will need to meet and orient to our worship space.
- f. Familiarize yourself with the present liturgical décor so that it can be replaced after the wedding in preparation for Saturday night liturgy.
- g. Depending on the wedding, you may also need to place tables for memorials and/or unity candle, show designated persons where the candelabras and kneelers are, etc.
- h. Help the presider in any task he requests, i.e. line up the wedding party, direct practice entrance procession, etc.
- i. Following rehearsal, make sure any “props” are returned to their preferred location, trouble-shoot any problems, turn off all lights.

3. **WEDDING DAY:** *

- a. Arrive approximately two hours prior to wedding.
- b. Check all outside doors, St. Mary and St. Joseph room doors, making sure they are unlocked. Double check restrooms, including the back one, for supplies.
- c. Touch base with bride, groom, personal attendant, parent or some family principal to see if there are any questions or concerns.
- d. Introduce yourself to all professionals involved: Music, decorating, video and photo people, making sure they are supported and performing within parish guidelines.

* There is no Mass on Saturday morning, so if there is no funeral, families can get in the church whenever they want. (usually the church is unlocked by 7-730) also, you may leave the unity candle table and kneeler (if used) out after rehearsal.

4. **General Set-up includes:**

- a. Lectionary on ambo, presider’s ritual book at presider chair.
- b. Wireless receiver for hand held mic turned on and microphone ready for presider
- c. Dish for wedding rings and aspergium filled and placed near site of vows (this will vary with weddings). If there are servers present, place with them.
- d. Unity candle and stand placed, if needed
- e. Memorial table for candle/flowers, if needed
- f. Supervise setting up of kneelers, flowers, extra candles or candelabras (you are NOT responsible for set-up)
- g. Close chapel gates 30 minutes prior to start of wedding
- h. Lights at setting #1 until 5 minutes before liturgy. Then change to #3

5. Additional set-up for Eucharist:

- a. Hosts and wine set on narthex table
- b. Credence table set-up: sacramentary, water, lavabo dish, towel, and extra ciboria and chalices as needed.

6. AFTER THE WEDDING

- a. If there is a Eucharistic liturgy, complete sacristan duties. Supervise clean up of wedding aids: decorations, programs, tables, candelabras, etc. removed and stored. Basement rooms and St. Cecelia room completely cleared and waste removed. Liturgical décor must be returned to original state. Work with assigned persons for this, being clear with tasks that must be completed. Never bother wedding couple or even parents unless absolutely necessary.
- b. All liturgical/ritual aids must be cleaned and stored, or readied for evening Mass. Make sure lights are off, chapel door are opened, restrooms checked (any full wastebaskets emptied), basement rooms locked.

7. LIGHTING SYSTEM:

- a. Rehearsals use setting #7
- b. Music rehearsals at the piano use setting #4
- c. Wedding photography use setting #1 increase to meet photographer needs
- d. Prior to beginning of liturgy use setting #1
- e. Five minutes before liturgy change to setting #2
- f. For weddings, use setting #7
- g. Nave lights need not be on until guests begin arriving—or about 20 minutes prior to wedding.
- h. Music rehearsals in the loft control lighting with upstairs panel
- i. Use on lights that are needed-only for the time that is needed.

DIRECTION FOR OBTAINING ALTAR SERVERS

You will have the names of specific members of the altar server committee who are designated to cover the following months.

Feb-June:

July-Oct:

November-January:

