

APPENDIX B: USHERS' RESPONSIBILITIES

St. Joseph Parish-Grafton, Wisconsin

ph# 262.375.6500

***PLEASE MAKE SURE EACH USHER RECEIVES A COPY OF THIS!**

- 1) Be present at the rehearsal and learn the locations of the sacristy, bride's room, and the restrooms.
- 2) Arrive at the church 45 minutes before the wedding.
- 3) Be available to assist the priest/deacon with the moving of and placement of any sanctuary furniture.
- 4) Obtain the orders of worship. Place enough copies at the places where the bride and groom and attendants will be seated. Distribute the orders of worship to the other guests when you usher them into their pews.
- 5) If there is to be an aisle runner, be sure that it is securely attached at the sanctuary entrance ready for you to pull down the aisle after all the guests are seated.
- 6) **Begin to seat the guests no later than 20 minutes before the ceremony is to begin.** Please seat the guests by filling pews from front to back, leaving only the necessary pews for the parents and families of the wedding couple and the wedding party in the front.
- 7) Be alert to seat any latecomers down the side aisles.
- 8) During the ceremony, position yourself so that you can keep an eye on the entire assembly, including the wedding party. If anyone becomes dizzy or ill, immediately help them out of church with as little commotion as possible.
- 9) At the end of the ceremony, after the wedding couple recesses up the aisle, be prepared to escort the parents from the Church.
- 10) After the ceremony, the ushers should:
 - Help move the sanctuary furniture back to its original position.
 - Pick up the aisle runner and, if disposable, bring it to the trash containers located at the west end of the parking lot by the parish school.
 - Check the vestibule, rest room and bride's room for any empty flower boxes and wrappings, and dispose of them.
 - Pick up any orders of worship left in the pews and check for forgotten photographic equipment and clothing.
 - See to it that the unity candle, the aisle runner, pew decorations, flower boxes, flowers (if they are going to the reception), and all personal belongings are taken.
- 11) If you have any questions about your responsibilities, ask the priest/deacon at the rehearsal.