

Items for Wedding Verger consideration:

REHEARSAL:

1. instruct lectors and ensure readings are in place (when to come forward, and return to seats – not normally verged)
2. instruct ushers regarding seating method, reserved rows, gifts, cameras, booklets
3. line up procession (spacing, positions in crossing); ALL enter from narthex
4. talk through service with wedding party moving to altar rail positions (and communion seats). The Officiating Priest will likely talk through the service parts, with the verger adding instructions regarding movements and positions of wedding party
5. dressing rooms –
 Bride: ladies choir robing room; when A/C is needed use Crosby Chapel
 Groom: Bubb Room
6. we announce at all rehearsals –
 - a.) save the drinking until the reception, please do not tailgate in the parking lot
 - b.) please keep food and drink near the kitchen / Common Rm. – not in cathedral

Arrive 1 hour before wedding, unless covering for Sexton; building needs if Sexton will not be present are: A/C, lights, doors, chairs, etc. Be sure all can get in and ready for photos.

BEFORE LITURGY:

1. give number of chairs needed to Sexton, or set them up
2. coordinate signal lights with Organist for entrance procession (seating of mothers at :00)
3. instruct Element Bearers when functioning (be sure bread and wine are on oblations table in rear)
4. sound requirements (mics ready, including handheld for vows)
5. booklets ready for distribution in narthex; service bulletins too when provided (set booklets out for wedding party at chairs in crossing or chancel railing)

6. place white wedding kneeler (kept in Bishop's sacristy) if Altar Guild not present, in center of communion rail. The regular pair of center cushions are not used.
7. be sure photographer knows what's allowed (photos done 45" before service); and videographer knows location options
8. collect signatures from bride, groom, witnesses (booklet, register, license). Officiant can point out what is needed for each
9. close guest book in narthex 15 minutes before if long line outside (can sign at reception)
10. get parties to narthex 10 minutes before – groom's party first (groom along back wall inside cathedral if keeping couple apart beforehand)
11. be sure rings are with BM and/or MH
12. have usher seat grooms' mother using center aisle, when chosen music begins; then brides' mother (when grandparents present, they are seated groom's side first and before the parents)

DURING LITURGY:

1. fill with Thurifer before entrance **
2. signal Organist & lead procession (1st signal when ready to seat mothers; 2nd signal when ready for procession to begin); signal for fanfare if desired
3. adjust sound outside West chancel door
4. count of congregation (estimate of communions)
5. move clergy & wedding party from crossing to railing after lesson, or Gospel, or homily
6. assist with mic for vows and booklet when the "knot is tied"

NOTE: assist with server duties if none present

7. assist Thurifer at offertory; lavabo after CEL is finished **
8. gates when H.E. included (close before Great Thanksgiving; open before PC prayer)

9. signal wedding party to kneel after Sanctus
10. administer chalice if needed
11. invite congregation to depart after procession (alternate sides beginning with 1st pew East side, where bride's parents seated)

** when incense is used (pretty rare)

Help cover all unexpected – chasuble not on rail? Run short of bread or wine? Mic battery goes dead?

AFTER LITURGY:

1. secure items (beadle / verge, mics...) as necessary
2. record service in sacristy service register
3. leave license to be mailed in for office staff to do on Monday
4. give booklet and copy of license in envelope to Best Man
(to give to couple later on)

KDW wedding procedures ver 021201

Wedding arrangements

COORDINATOR:

- schedule acolyte to serve
- verge at wedding, or arrange for substitute verger if unavailable
- schedule wedding assistant
- confirm sexton is scheduled
- confirm Altar Guild scheduled and instructed

ACOLYTE:

- arrive 30 minutes before
- light candles
- carry cross, following verger for entrance from narthex
- server duties if H.E.
- Crucifer leading departing procession outside (to Geat Hall if reception here)
- Extinguish candles

VERGER:

- attend rehearsal
- arrive normally 1 hour before service (coordinate bad weather plan if needed)
- perform acolyte duties when none serving (gates, altar preparation, etc.)
- perform building needs if sexton not present (lights, A/C, chair set-up, etc.)
- perform Altar Guild duties if not present or assistance is needed
- ensure all preparations made (readings, sound, booklets/programs, kneeler, etc.)
- gather signatures for license, register, and service booklet
- gather all to narthex (men at 10" before, women at 5" before)
- signal ushers for mother seating
- signal organist and lead procession; verge lectors when appropriate
- verge clergy and wedding party from chancel steps to altar rail
- beside Officiant for vows to handle microphone and service booklet as needed
- "usher" congregation out center aisle at departing procession (one pew at a time beginning with brides' parents)

SEXTON:

- arrive at time needed for dressing rooms and photos
- open building, turn on lights and A/C (shut down following)
- put out flags
- booklets and programs to narthex
- set chairs in front of pew screens
- secure building following service / reception
- straighten all areas used (for Sunday services)

WEDDING ASSISTANT:

- attend rehearsal
- arrive 30 minutes before service
- explain need to close guest book at 15 minutes before if line is long (begin on time)
- assist bride and attendants as needed (train, corsage, etc.)
- assist procession spacing and timing (order provided by verger);
- for bad weather procession may form/begin in S. Mary's; then move to Cathedral narthex before entrance music begins
- remind photographer of shooting only from gallery without flash after entrance
- assist Element Bearers when functioning