



USHERS' RESPONSIBILITIES

St. Joseph Parish | Grafton, Wisconsin | (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) 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.
- 4) **Begin to seat the guests no later than 15 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.
- 5) Be alert to seat any latecomers down the side aisles.
- 6) 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.
- 7) At the end of the ceremony, after the wedding couple recesses up the aisle, be prepared to escort the parents from the Church.
- 8) After the ceremony, the ushers should:
 - a) Check the vestibule, rest room and bride's room for any empty flower boxes, wrappings, and other garbage and dispose of them.
 - b) Pick up any orders of worship left in the pews and check for forgotten items.
 - c) See to it that the pew decorations, flower boxes, flowers (if they are going to the reception), and all personal belongings are taken.
- 9) If you have any questions about your responsibilities, ask the rehearsal coordinator.

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