



## Ushers Guidelines

### Upon Arrival

- Introduce yourself to the wedding attendant.
- Be aware of the locations of the bathrooms & drinking fountains.
- A telephone can be found in the kitchen.
- A defibrillator is located in gathering space on the wall between the kitchen and the overflow room. Please ask the attendant to show you where.
- All ushers should be aware of **reserved seating** needs for the wedding party, the parents, immediate family, and special guests.
  - Traditionally, the bride's parents and immediate family are seated on the left and the groom's parents and immediate family are seated on the right.
  - All other guests should be placed immediately behind these family members in any pew, regardless of whose guests they are.

### After the photos session and lunch

- The ushers should walk through the church, the gathering space and the hospitality area making sure all is **neat and presentable**. Remove all debris such as boxes and wrappers. Waste needs to be taken out to the dumpsters, chairs in the gathering space need to be pushed in, tables wiped off and crumbs and trash cleaned up from the floor.
- **Seating:** An important responsibility is to have all seated at least 2 minutes prior to the designated starting time. Any time before the designated starting time the ushers should seat the grandparents.
- **Worship aides** may be handed out by the ushers, or others chosen as the guests are escorted to their pews.

### During the liturgy

- One usher will carry the cross in the entrance procession.
- Be attentive to any needs or concerns that may arise.
- Ushers may be asked to help direct communion to the front of church.

### After the liturgy

- Ushers may be asked to usher guests out of church, starting with the front pew.
- Put up all kneelers.
- Remove and dispose of all trash, tissues, debris, and wedding programs from the pews.
- Remove any wedding decorations or flowers from the church.
- Remove all waste from the hospitality room and kitchen.
- Remove all waste from the parking lot

Check out with the wedding attendant before you leave. Thank you.