Wedding Coordinator/MC Checklist

Initial Contact with Couple

Dates & Times: After consulting with the Parish Calendar, the dates for the wedding and the rehearsal are selected. Weddings occur on Saturdays at 11:00am or 1:00pm, unless with special approval of the pastor. It is explained to the bride and groom that the Church and parking lots must be vacated by 3:00pm to allow for the Saturday evening Mass. Rehearsals are scheduled at 6:00pm on the night before the wedding (if it is a First Friday, the rehearsal is bumped to 6:30pm to accommodate Adoration).

Presider: No promises are made in the first contact. Based on the information gathered, Fr. Frazier makes his suggestion, and the couple is later contacted to confirm and to set-up a meeting with their presider. If the bride and groom are not parishioners, they are required to bring their own priest. If they are parishioners and they want a Mass, Fr. Frazier is contacted, with right of first refusal. If they are parishioners but do not want a full Mass, Deacon Greg or Deacon Scott can be scheduled instead.

Important Info: The couple is given the St. Joseph's Wedding Brochure (or directed to the website to view it online) with instruction to look it over for the decorations guidelines, musician fees, policy re: wedding planners, etc.

Subsequent Contacts with Couple

Marriage Prep: If the bride and groom are not parishioners, they will complete the paperwork and the marriage prep requirements with their priest. If they are parishioners, they are referred to Rich Lyons after they have had their initial presider meeting.

Flowers: The couple is contacted to see if they will be taking the flowers with them following the ceremony or if they would like to donate them to the church for the weekend Masses. This contact also includes a gentle reminder of the "no clips" rule.

Tour: A tour can be scheduled at the couple's convenience. This would include the sanctuary, the Groom's Room, Lapointe Hall and the breezeway entrance (with a reminder that there is no dressing area here). Any questions can be answered at that time, too.

Other Items for the Wedding Coordinator to Complete

Music: Pass the couple's contact info to Jenn Irons so she can help them plan the music.

MC: Contact Liturgy so a MC can be scheduled for the wedding day. If an altar server is needed for a Nuptial Mass this needs to be communicated as well.

Rehearsal

Before:

- Move the kneelers to the center aisle at the foot of the altar
- Move two choir chairs next to the ambo facing the congregation
- Place the smaller wooden table next to the bride's chair (closest to the altar) for her bouquet

During:

- Procession and recession are practiced
- Readers practice at the ambo and are shown the correct way to approach and descend from the ambo
- In the case of a Nuptial Mass, those bringing up the gifts will practice
- Review of various roles (groomsmen escorting guests, program distribution, etc.)

Day of the Wedding

Coordinator and MC arrive 1 hour prior to start time

MC:

- Turn on lights, sound system, fans, etc.
- Set-up vessels for the Nuptial Mass if applicable
- Check with the Wedding Coordinator to see who will be receiving Communion (whole party, just bride & groom, etc.)
- Assist those bringing up the gifts
- If there is a visiting priest you may be asked to assist in distributing Communion

Wedding Coordinator:

- Check on the flowers delivery
- Make sure programs are being handed out
- Make sure all guests are seated several minutes before the wedding begins
- Ensure all belongings are returned to the wedding party
- General clean-up of area
- Make sure everyone leaves the premises by 3:00pm