

Ushers/Personal Attendant Responsibilities

Ushers

Seating People

Start seating people in _____ pew

- Bride's family and friends – left side
- Groom's family and friends – right side
- Work your way toward the back
- As church fills, use side aisles and pews
- Area for wheelchairs – in front far left side (opposite of piano/music area)
- Avoid bottlenecks – seat people quickly or ask people to seat themselves
- Have latecomers seat themselves using side aisles

Aisle Runner (if applicable)

- Roll up rug in church entry – center aisle
- Aisle runner is taped down with kneelers placed on top
- Two ushers needed for aisle runner
- Pull down during prelude (I will tell you when)
- Cut the runner to fit under rug and then roll rug back down

During Ceremony

- Stay in back of church...watch crowd and assist if necessary
 - Direct people to restroom/drinking fountain
 - Help is someone is ill
 - Assist wedding coordinator when needed
- Open windows if weather is nice – otherwise keep shut

End of Ceremony

- During final blessing, go up side aisles, wait at front pew for bride, groom and wedding party to depart
 - Bride's family leaves first
 - Groom's family leaves second
- Work your way down the center aisle to the back in ushering people out
- Clean up pews and back of church for tissues, programs, etc and dispose
- Raise kneelers in pews and place bride and groom kneelers back on altar
- Remove runner and dispose in dumpster located behind the church (NE side)
- Leave men's room clean and presentable
- Assist with removal of wedding decorations/flowers and placement of church floral arrangements if removed for ceremony.

Personal Attendants

- Will be given bridal room key – return to wedding coordinator before you leave.
- Clean up bride's room and women's bathroom – clean up church basement from food if not assigned to someone else.
- Child's play area: make sure picked up and back in order – watch for flower pins that may have fallen. No food or drinks in play area.