**Attachment #7**

**SACRISTAN CHECKLIST FOR WEDDINGS**

(*** These steps are normally completed by the parish’s Wedding Coordinator)  

1. Arrive at least an hour prior to the marriage start-time and:
   
   a. **For a Mass:** Ensure steps #2 through #11, 14, 17, 21 (through coordination and discussion with the wedding coordinator and/or Presider, if/as needed) and the “Daily and Weekend Sacristan Duties Checklist” are completed.
   
   b. **For a Service of the Word (outside Mass):** Ensure steps #2 through 6, 10, 14, 17, 21 (through coordination and discussion with the wedding coordinator and/or Presider, if/as needed), and appropriate sections of the “Daily and Weekend Sacristan Duties Checklist” are completed.

2. Coordinate with the Wedding Coordinator or Presider to receive the binders (containing the scriptural readings and Prayer of the Faithful) for the wedding.
   
   a. Place the binder containing the scriptural readings on the Ambo. Ensure the light and microphone are turned on and are working properly.
   
   b. Place the binder (containing the presider’s copy of the Prayers of the Faithful) on the table next to the Presider’s chair.
   
   c. Place the binder (containing the reader’s copy of the Prayer of the Faithful) on the lectern. Insure the microphone is turned on and is working properly.

3. Ensure the Rite of Holy Matrimony is placed on the sacristy countertop for review and use by the Presider.

4. Ensure that two (2) chairs (for the bride and groom) are designated in the worship space (outside the sanctuary however); facing the altar (near the ambo).

5. Ask the Wedding Coordinator or Presider whether to preposition two (2) wooden kneelers in front of the aforementioned chairs for the bride and groom.
6. Coordinate with the Wedding Coordinator or Presider to determine:

a. If the bucket of Holy Water will need to be filled and used for the blessing of the rings and/or the couple. If so, place it on a small table (with suitable white table cloth covering, if possible) on a step leading to the sanctuary (on the lectern side).

b. No unity candle, rice or confetti is to be used—there are NO exceptions.

c. If a glass or metal plate or like device will be needed for the placement of rings for the blessing. If so, place this device on the same table with the bucket of Holy Water (item #a above), if possible.

d. If the selected non-OLV Parish EMHCs, readers, and/or ushers are present and need to be instructed on the local parish procedures.

7. Ensure a sufficient number of front row seats (on both sides of the church) are reserved (e.g., by placement of reserve signs on the seats) for the bride’s maids; other members of the bridal party; immediate family; etc.

8. Ensure an area is identified and available for use by the bride, groom, and wedding party for changing of clothes and time for prayer or private reflection before the liturgy begins.

9. After the liturgy, insure the Holy Water, ring tray and table(s) (if used); binders; etc., are removed from the sanctuary and returned to their proper storage locations.