

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.62  
Subject Wedding Hostess  
Effective Date 07/10/03  
Revised 11/15/06

Organization/Church Employees/Wedding Hostess  
Reports to: Administrative Assistant

### OVERVIEW

- \* Meet with wedding parties well in advance to coordinate wishes of wedding party with needs of church, Minister of Music/Organist, rehearsal, pastor.
- \* Oversee wedding arrangements, procedures and church readiness for services,(along with Building Supervisor/Assistant Sexton).
- \* Help calm, assure, and direct participants on wedding day.
- \* Position is paid by the wedding party; \$100.00 fee.
- \* This is their day, their wedding. Help them achieve their wishes within guidelines of the church and the Lutheran service.

### HELPFUL HINTS

- \* Keep a supply of stickpins, safety pins, matches, anything a bride might need for dressing, flowers, etc. (Cost of this is reimbursed by the church office.)
- \* Rehearsal: Set up candles, either one candle on each side on stands, or the candelabras. (Sometimes flower shop will attach flowers to candle stands.)
- \* Remove red attendance books from pews--put in Sacristy closet.

### MEET THE FAMILY

- \* Meet with the bride and the mother-of-the bride six weeks before the wedding.
- \* Go over these questions:
  - + Will they be having communion?
  - + Will they be having a reception in the church (must be pre-reserved)?
  - + Do they have someone to light candles before services (an Acolyte)?
  - + Will grandparents be in procession?
  - + Who will be in the receiving line (keep it small--put others elsewhere)?
  - + Where will the receiving line be?
    - By the front door--guests leave by front door (York Street).
    - By the stairway--guests leave church at alleyway door.
    - In the worship area--couple comes back into church and goes down the aisle letting rows leave (what ushers usually do).
  - + Do they have bows for pews - if so who attaches them?
  - + Which door will the bride/groom leave the church building from?
  - + How many reserved pews?
  - + Is special seating needed--physically challenged, divorced moms and dads, etc.
  - + Who gives out bulletins?
  - + Who attends the guest book?
  - + Who takes Mom into service?
  - + What about grandparents?
  - + How to dismiss people after service?
  - + Is there a unity candle and are there candles on each side of this, and if so, who lights them?
  - + Who takes extra bulletins, flowers, guest book?

**\* NOTICE: No alcohol in church or on premises at any time; no smoking in church.**

\* Have wedding bulletins ready for rehearsal.

\* Have payments at rehearsal for Pastor, Minister of Music/Organist, Building Supervisor/Assistant Sexton, Wedding Coordinator. (Payments must be made to church office at least **TWO WEEKS** before the wedding.)

\* Video allowed from one stationary location.

**\* NO FLASH PICTURES during wedding service.**

### AT THE REHEARSAL

\* Make sure door is unlocked.

\* Turn lights on in worship area.

\* Welcome wedding party.

\* Make introductions.

\* Practice recessional and processional.

\* Make any announcements

\* Set up unity candle (if schedule allows).

\* Turn lights off.

\* Make sure door is locked.

### BEFORE THE WEDDING (*Coordinate what must be done with Building Supervisor/Assistant Sexton.*)

\* Turn on lights in every room needed, hallways, worship area, etc.

\* Set up sound system.

\* Unlock front and back doors.

\* Set up podium near worship area entry point for guest book and bulletins.

\* Put up signs outside to direct guests to proper doors--signs kept in Clapper Cabinet in hallway.

\* Set Kleenex by outside bride entrance door to worship area.

\* Designate rooms for Bride's party and Groom's party, put tissues and waste baskets in each room.

\* Photographer will often need a room for bridal party pictures.

**\* *Let bridal party and photographer know of church photo policy during services.***

\* Bride/groom departure--which door, photographer needs to know also.

\* Light candles.

\* Attach bows to pews (if family brings, they put them on--can designate where family sits).

\* Set up for communion if needed.

\* Tell wedding party to take all their things to their cars before the wedding (water bottles, make up, clothes changes, anything left in rooms).

\* Stay visible for questions.

\* Keep wedding bulletin with you for names and music and cues.

### WHEN MUSIC BEGINS

\* Tell non-processional people to go into worship area.

\* Line bridal party in hallway (Stratton Street).

\* Keep them quiet, smile, encourage them, and calm them.

## THE WEDDING

- \* Pastor walks in with Ushers/Groomsmen from side.
- \* Pastor nods to begin procession--or music cue.
- \* Open both doors rear of worship area.
- \* When each person turns the corner at rear of worship area to face the altar--send the next person.

## THE PROCESSION

- \* Grandparents (rare)
- \* Groom's Mother w/Usher.
- \* Groom's Father follows.
- \* Bride's Mother w/Usher.
- \* Bridesmaids.
- \* Maid of Honor.
- \* Flower Girl.
- \* Ring Bearer.
- Bride and father--they go on music cue.

## DURING THE WEDDING

- \* Observe from outside, be certain things are going OK--be ready to help.

## AFTER THE WEDDING

- \* Open doors people will be leaving from.
- \* May have to tell ushers to get mothers from worship area--Bride's Mother leaves first.
- \* Stay visible but not in the way.
- \* Remove signs and Kleenex.

## MISCELLANEOUS

\* Place sign on Stratton Street door that says "Wedding in Progress"--suggest locking this door so that Saturday groups meeting at noon at St. James use the alley door and do not disturb wedding.

- \* Guests typically enter and leave York Street door.
- \* Bridal party enters alley door.
- \* Have sign on alley door directing guests to York Street.
- \* Groom and Pastor enter worship area thru door off the main hallway.
- \* Podium for Guest Book in York Street narthex.
- \* Wedding procession enters worship area thru rear door by Stratton Street entrance.

**\* REMIND THE WEDDING COUPLE THAT ALL FEES ARE PAYABLE TO THE CHURCH AT LEAST TWO WEEKS BEFORE THE WEDDING.**

- \* There are 192 pews, which seats 400 people.

**Always double check with Church Office, Pastor, Building Supervisor/Assistant Sexton, and Minister of Music/Organist well before service to be sure of arrangements.**