

St. Andrew Parish Wedding Coordinator

The Deacon will fully prepare the couple for the sacrament of marriage by administering the FOCCUS instrument and interpreting the results, arrange for a Pre-Cana or equivalent retreat and guide the couple through the entire wedding process.

The Deacon will also act as Parish Wedding Coordinator to assist couples in the preparation of their wedding, and to assist with all the details within the church. Working with the bridal couple, he ensures the church is open, makes the wedding party feel welcome, assists the wedding party before the wedding, facilitates the procession, and helps liturgies flow smoothly. He accommodates any special requirements from the Priest and helps with the rehearsal the evening before the wedding. The Priest often does not have time to cover all the details regarding a wedding.

The Wedding Coordinator provides guidance on proper etiquette in the church, the location of furniture, candelabra, lighting and dressing rooms. The service of a Wedding Coordinator is required for all weddings held at St. Andrew Church.

Bobbie Ramsay will serve as backup wedding coordinator when Deacon Ramsay is officiating the wedding.

There is no charge for the church; there is a fee for the Wedding Coordinator of \$150.

This fee is in addition to any honorarium to celebrant, musicians or others.

Deacon Dan Ramsay
573.220.0520
danramsay50@gmail.com

The Wedding Coordinator Will:

Be available for in-person consultation prior to the wedding to make appropriate plans and answer questions.

Be present during the rehearsal to help organize the wedding party and assist with the rehearsal.

Be present the day of the wedding to unlock the church and dressing rooms, and to turn on the lights.

Be present to receive floral deliveries and assist the photographer/videographer.

Set up the church to include: kneelers, candelabras, etc., as needed.

Prepare sacred vessels and other items needed for the Wedding Mass.

As wedding begins, help ensure that parents and bridal party process down the aisle in proper order and during the correct music selection.

After the wedding, help remove all wedding candles, wedding flowers and decorations.

Remove all programs, boxes and other leftovers from pews and floor, taking them to the Parish Office.

Return the church to proper order.

Check dressing rooms and lock appropriate doors.

The Wedding Coordinator Will Not:

Set your rehearsal date/time nor your wedding date/time with the celebrant.

Decorate the church or any other location for your reception.

Plan the music for your Wedding Liturgy.

Clean the dressing rooms, church, grounds.

May the peace of Christ live always in your hearts and in your home. May the Lord bless you with many happy years together until death do you part.