

Information for Ushers

When it is time, find the St. Mark's Event Host, who will have the programs.

Please note all guests are ushered in through the doors at the back of the church. Make sure the side doors to the Parish Hall (across the walkway from the Sanctuary) are closed. The main entrance of the church has two sets of double doors; one that faces East Third Avenue on the west and another directly across that opens to the east. Each set of doors has a security latch that must be released in order for both doors to open to allow wheelchairs through the door.

If we are providing childcare during the service, please ask guests with small children, "Would you rather take them to the nursery?" Give them directions to it (down the stairs in the Parish Hall and at the end of the hall to the left). If they desire to take children into the sanctuary, especially babies, please remind them that they can take the child out during the ceremony if they need to (if they have small babies, try to seat them on the end of a pew).

No one sits in the first pew on either side (they are reserved for the wedding party to sit during the service). Please reserve the second and third rows for parents, grandparents, and siblings only. The order is as follows:

FRONT OF THE CHURCH

First pew

Second pew – Bride's: Mom, Dad or Stepparent

Grooms: Mom Dad or Stepparent

Third pew – Bride's: Grandparents, siblings, step-siblings

Groom's: grandparents, siblings, step-siblings

Fourth pew – Guests or other noted

Guests or other noted

Guests

Guests

BACK OF THE CHURCH

Pre-Ceremony Order

_____ a.m. / p.m. **Organ prelude begins** (usually 15–20 minutes before the wedding's start time)

_____ a.m./p.m. **Last guests seated**

_____ a.m. / p.m. **Seating of the Grandmothers**

Ushers: wait about 20 seconds in between each seating

_____ ushers groom's grandmother – right side, third pew with grandfather

_____ ushers bride's grandmother – left side, third pew with grandfather

_____ a.m. / p.m. **Seating of the Mothers**

_____ ushers groom's mother – right side, second pew with father

_____ ushers bride's mother – left side, second pew; father is with the bride

Special instructions (*e.g. who is escorting the bride down the aisle, special seating for stepparents, etc.*)

_____ a.m. / p.m. **Processional**

Each person should wait until the preceding person is 3/4 of the way down the aisle and they should walk slowly and normally (i.e. no step-stop, etc.)

Music: _____

Minister, Groom and Best Man (and Groomsmen?) enter from side door.

Bridesmaids (escorted by Groomsmen?), Maid of Honor, Flower Girl

Music: _____

Bride and (father?) _____ enter from the back.

Involved in the Ceremony

Reader #1: _____

Reads the following selection: _____

Reader #2: _____

Reads the following selection: _____

or

Possible Solo by: _____

Title: _____

Reader #3: _____

Reads the following selection: _____

Prayer Biddings (7 or ?) to be read by _____

Recessional

Music: _____

Order: The Newlyweds, Flower Girl, Maid of Honor and Best Man, Bridesmaids and Groomsmen

Note that each pair should wait until the preceeding couple is at the end of the aisle before proceeding so the photographer can easily get pictures of all attendants

Ushers return to usher out family in the following order:

Bride's Mother and Father

Groom's Mother and Father

Bride's Grandmother(s) and Grandfather(s)

Groom's Grandmother(s) and Grandfather(s)

** Ushers stand by next two pews, and pew by pew, from front to back, show guests out center aisle only

All Wedding Party and Family: when you exit the sanctuary, turn left, go across the walkway and enter the Parish Hall doors. Go upstairs and wait for the call for pictures (if pictures are being taken immediately following the service). *Please do not leave the building until the photographer is finished with pictures.*