

Verger's Job Spec for Weddings

Rehearsal

Arrive at Church about 15 minutes before rehearsal.

Get front door key and open church, and door to toilets.

If required put on lights.

Move table from next to Vicar's stall to position for signing marriage document - on right hand side of altar (looking from porch).

Move Vicar and other stalls to side out of way (may need help with this).

Get two matching chairs from behind altar and place in front of pew on right hand side, looking towards where vicar will be near altar rail

Get the two wedding kneelers from behind altar and place in gap just before altar rail.

Turn on sound system and liaise with Minister (and maybe Bride and Bridegroom) on any CD music requirements. Entrance and exit music may be just required for rehearsal.

During rehearsal operate sound system when required and attend to any request for assistance from Minister.

Also open and close double doors for entrance and exit of Bridal party.

Check number of reserved pews needed for bridal party and place reserved notices on them.

Talk to Ushers about their duties which cover handing out service sheets, showing people which side to sit- family and friends of bride on left hand side and bridegroom's family and friends on right hand side, also checking for arrival of bridal cars so bollards can be removed to let them in. They may also have to be ready with umbrellas for bridal party.

At the end of the rehearsal leave Church as set out unless there is another service before wedding (Minister will advise).

Check heating requirements for Wedding Day and check/set timer.

Turn off lights and lock up Church

Wedding Day

Be at church at least 45 minutes before service is due to start.

Put bollards out across entrance to front of church to prevent parking in front of church.

Get front door key and open church. Also open doors to toilets.

Put out disabled ramp but remove before bridal party enters church.

Put lights on.

Put PA system on and get any discs ready.

Put out service sheets in reserved seats.

Put rest of sheets out on table.

Place marriage document and pen on the signing table.

Put out plates and signs for offerings (kept in cupboard in small vestry)

When organist arrives, give him/her fee and get him/her to sign book which is kept in safe. Deal with any enquiries the organist may have- if necessary seek advice from Minister.

Check ushers are doing their duties.

Light altar candles about 10 minutes before service.

If church is getting full help ushers find spaces and if necessary put extra chairs out at back of church.

Keep eye on bridal party arrival and when bridal party are ready open double doors. If necessary be ready to be at sound system to play any entrance music required.

Close doors when service begins.

During the service check sound levels of microphones (especially during readings) and play any CD music required.

Open doors for exit of Bridal Party (if necessary after starting exit music- there will be plenty of time because photographers take photos as bridal couple come down aisle)

Put back disabled ramp.

Snuff out candles on altar.

Collect signed marriage document from table and put in document safe.

When everyone has left church lock front door.

Put back stalls, chairs, table and kneelers so Church is ready for normal services (may need help with this).

Check pews for any items left. Collect any service sheets and put in recycling box.

Count any collection and enter amount in register (this may require entering details of service). Put collection in money bag and put in big safe.

Turn sound system off and then lights.

Lock up Church when everyone has left premises (including the gardens)