

WEDDING COORDINATOR JOB DESCRIPTION



POSITION: COORDINATOR OF WEDDINGS
ACCOUNTABLE TO: OFFICE MANAGER
PURPOSE: To serve the church by coordinating weddings.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinate wedding arrangements with bridal party, including:
 - use of Worship Center (what is and isn't permitted)
 - tour of Worship Center
 - size and scope of wedding
 - answer questions presented by wedding party
 - discussion of decorations
2. Supervise musicians, photographers, florists, outside wedding coordinators and videographers
3. Conduct wedding rehearsals, providing comprehensive instructions to the entire wedding party.
4. Direct wedding.
5. Determine if extra janitorial service will be required and request the same.
6. If no janitorial service requested, see that the facility is ready for next use. Could involve picking up in Worship Center, Lobby and Brides Room as needed, cleaning up bride room, supervising removal of wedding materials (runners, flowers, tables used for unity candle, unity sand or communion).

TIME COMMITMENT:

It is expected that the time commitment required is as follows:

1 hour for the initial meeting and tour.

1 hour for miscellaneous phone calls, emails and general answering and gathering information

1 1/2 hours for rehearsal (assuming an arrival of 15 minutes prior to meeting with the wedding party for unlocking doors and seeing that things are set up and ready for the rehearsal and 15 minutes after for locking up)

3 1/2 hours for the wedding assuming an arrival of 1/2 hour prior to meeting with the wedding party for unlocking doors and seeing that things are set up and ready for the wedding. 1/2 hour for clean up. May be necessary to lock up.

Total time 7 hrs.

It is anticipated that some weddings will be very simple and will not require as much time and others will be more involved and may require additional time and effort. Any time spent over 8 hours for which compensation is sought will need to be discussed with and approved by the office manager.