



JOB DESCRIPTION

Wedding Coordinator

Wage Type: **Part-time**

Responsibilities

The Wedding Coordinator provides assistance to couples being married at Christ Lincoln or by a Christ Lincoln pastor. They are responsible for directing all activities of the wedding event and its preparation. They must uphold the standards and requirements of Christ Lincoln. The Wedding Coordinator must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The [position title] must lead by example; maintain high core values and CLC Mission.

Supervisor: Executive Team

Recipients:

- I. Holds initial meeting with couple to provide wedding information, review the facility, and do preliminary planning (approximately two hours).
- II. Holds second meeting with a couple approximately six weeks prior to the wedding to finalize plans (approximately two hours).
- III. Coordinates, and is present for, the rehearsal including opening and closing the church, setting up the needed equipment, scheduling additional help as needed (soundboard operator, organist, etc), and directing the wedding party. (approximately two hours)
- IV. Coordinates, and is present for, the wedding ceremony including opening and closing the church, setting up dressing rooms, setting up needed equipment in the Sanctuary and Bridal Party preparation area; coordinating and directing the activities of the photographer, videographer, and florist; coordinating with the pastor, organist soundboard operator, and soloist; monitoring, assisting and directing the wedding party; removing equipment from areas used following the departure of the wedding party (approximately six hours)
- V. When a wedding is held off-site with a Christ Lincoln pastor, coordinating the schedules and activities with the venue. Perform appropriate functions as listed above for the rehearsal and wedding.

Coworkers: Second Wedding Coordinator

- I. Coordinates activities and schedules with second Wedding Coordinator
- II. Maintains Master Calendar of weddings, taking into consideration other scheduled events on Christ Lincoln's campus, and the schedule of pastors.

Competencies

The Wedding Coordinator shall have the minimum competencies to successfully and efficiently complete work duties.

Qualified Candidate will possess:

- I. Work independently
- II. Multi-task
- III. Able to make decisions and direct others
- IV. Work effectively under pressure
- V. Use tact
- VI. Maintain a sense of humor



Abilities

The Wedding Coordinator should be able to lift up to 30 points. You must be able to maintain flexible hours. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills.

Qualifications

Experience as a church worker or child of a church worker is helpful but not required. Must have reliable transport and able to work inside and outside the Christ Lincoln campus.

Equal Opportunity Commitment/Americans with Disabilities Act

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization's Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify, or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated periodically. I am fully accountable for ensuring that these areas are carried out as required and that the functional role of the Wedding Coordinator may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date