

Wedding Coordinator Job Description

Position: Wedding Coordinator

Reports To: Director of Operations

Status: Part Time

Pay Rate: \$325 per Wedding

Job Overview: 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 is a stable, mature church member with a passion for using their talents of organization and attention to detail. Reliable transportation is required.

Responsibilities and Duties:

- Hold an initial meeting with the couple to provide wedding information, review the facility, and do preliminary planning (approximately two hours).
- Hold a second meeting with a couple approximately six weeks prior to the wedding to finalize plans (approximately two hours).
- Coordinate, and be 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)
- Coordinate, and be 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)
- 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.
- Available for weddings throughout the year but especially during the busier months of May through September.

Spiritual Gifts:

- Administration
- Serving

Skilled In:

- Organization
- Planning
- Process Management

Personal characteristics:

- Dependable
- Consistent
- Good Character
- Organized
- Detail Oriented

Physical Requirements:

- Must be able to lift 30 pounds.