

FIRSTCHURCH, INC.

LEADERSHIP POSITION DESCRIPTION

Position Title: Wedding Coordinator
Ministry: Various
Reports To: Associate Minister
Date Prepared/Revised:

Principle Function

Organize and supervise the wedding event by relieving obvious pressures that go into a wedding and to offer guidance as needed. Represent the church and always keep its best interest in mind.

Specific List of Responsibilities

Administrative Responsibilities

- Schedule all weddings with the bride, minister and church.
- Reschedule weddings if a change is required.
- Screen couples requesting to be married at FirstChurch.
- Present wedding policies to prospective couples.
- Answer questions concerning church, services available, etc.
- Coordinate activities of florist, video recording, photography, sound, lighting and caterers and inform these groups of church wedding policies.
- Order candles and keep flowers/candelabras in good condition.
- Request printing of FirstChurch “Wedding Handbook” as needed.
- Meet with the bride two or three weeks before wedding in the facility she has chosen to discuss all details that would be pleasing to her as well as enforce the policies of the church regarding weddings.
- Complete any needed Check Request forms.
- Make any needed reservations with Food Service for rehearsals, receptions, or

premarital classes.

- Set up display that explains wedding services offered at the church.
- Plan Wedding Banquet for all couples married at the church in the previous year.

Rehearsal

- Prepare a schedule for the wedding day, which clearly defines the party's various responsibilities.
- Arrange and coordinate rehearsal/setup.
- Arrive ½ hour before rehearsal.
- Have wedding party complete marriage license.

Wedding

- Arrive three hours before wedding (if needed).
- Check facility air/heat/cleanliness.
- Answer any needed questions.
- Pin aisle runner and pew bows.
- Meet with minister to sign license and prepare for ceremony.
- See that grandparents, parents, wedding party, etc. are aware of their responsibilities.
- Be responsible in seeing that the reception goes as planned if it is held in FirstChurch facilities

Premarital Classes

- Arrange for the accommodation of prospective wedding couples into church premarital classes or counseling.
- Distribute appropriate information to bride.
- Keep attendance records of those involved in classes and follow up on those who were absent.
- Attend all premarital classes to distribute and explain wedding policies. Distribute “Wedding Handbook.”

Other General Responsibilities

- Cooperate with the Senior Minister, Council of Elders and other staff members in promoting the entire ministry plan of FirstChurch.
- Assist Nominating Committee in recruiting and enlisting needed workers for all ministry areas.
- Utilize the services of the secretarial and facilities staff, which are consistent with their Position Descriptions.
- Supply articles on a periodical basis for use in FirstChurch publications relating to your responsible area of ministry.
- Give full support to the Unified General Operating Budget of FirstChurch and avoid soliciting or expending funds not previously authorized.
- Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees.
- Perform other duties as assigned by the Associate Minister.