



Wedding Coordinator

Position Scope: As needed for wedding coordination

Position Status: Contracted Structure

Reports to: Pastor of Small Groups

Department: Member Care

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Ministry Responsibilities

The Wedding Coordinator pastorally assists families planning for future wedding services.

Essential Duties

<u>Description</u>	<u>% of Time</u>
<p><i>Ministry Support Responsibilities</i></p> <ul style="list-style-type: none"> • Participate as a valuable part of the Wedding Team <ul style="list-style-type: none"> ○ Communicates clearly details to other team members, ministry areas, and the bridal party ○ Support, encourage, and learn from other coordinators on the team ○ Attend seasonal and annual team meetings ○ Respond to team members and bridal part in a timely and respectful manner • Be knowledgeable of other church ministry areas' rules and preferences such as Building Services and Sanctuary limitations especially with sound and lighting • Check email frequently for correspondence from Care Ministries Coordinator and upcoming bridal party members • Once a wedding is assigned: <ul style="list-style-type: none"> ○ Contact couple to setup an initial meeting being flexible to accommodate their schedule ○ Complete initial wedding ceremony outline and submit it to Care Ministries Coordinator ○ Take time to find correct information to questions and let them know you are researching the question ○ Schedule a final meeting with the couple 3 weeks out from their wedding date 	90

<ul style="list-style-type: none"> ○ Email final outline to Care Ministries Coordinator 2 ½ weeks prior to the date of the wedding for review ○ Submit flash drive to Tech team 2 weeks prior to ceremony ○ With approved outline, email it to pastors (and their administrative assistants), Building Services and the Director of Technical Arts ○ Collect payment from couple and follow process for deposit ○ Make sure the couple emails their pastor if they want to setup a meeting with them prior to the ceremony. ○ Make sure the pastor has the most current version of the wedding outline prior to the couple’s meeting ○ Lead rehearsal for wedding party and family members (typically the evening prior to wedding) ○ Coordinate all aspects of the ceremony outline the day of wedding ● Once wedding is complete: <ul style="list-style-type: none"> ○ Check all rooms in the wedding reservation to make sure all items of bridal party brought in are removed ○ Put all items owned by wedding ministry back into designated areas ○ Copy license for couple and give to them day of wedding ○ Mail license to the County ● Collaborate with Care Ministries Coordinator to brainstorm improvements, address concerns, and affirm areas within wedding ministry that work well 	
<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> ● Other duties as assigned. 	

Required Core Competencies

- *Written Communication* – writes clearly and succinctly in variety of communication settings. Professional verbal communication
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what is important, quickly zeros in on critical few, eliminates roadblocks
- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities
- *Leadership* – able to direct a large group of people and give clear direction

Required Qualifications

Experience and Skills

- Extremely detail-oriented
- Strong interpersonal, verbal, and written communication skills

- Effective problem-solving and conflict management skills
- Proficient in use of Word documents
- Basic computer skills to accomplish tasks and communications
- Event planning experience of church or wedding services

Preferred Qualifications

None

Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires t his activity more than 66% of the time (5.5+ hrs/day)

Work Environment

100% working indoors in a quiet atmosphere and environmentally controlled conditions with expected hours in front of a computer screen. Light physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Manual dexterity sufficient to reach/handle items, work with the fingers, and perceives attributes of objects and materials.

Signatures

Employee: _____ Date: _____

Director: _____ Date: _____