

Wedding Coordinator

The Wedding Coordinator is not paid by the church; he/she is compensated by the wedding groom/bride.

The Wedding Coordinator supports the requests of the future bride/groom while maintaining the church's policies and procedures.

Team Members:

Pastor, Wedding Coordinator, Office Administrative Assistant

Wedding Preparation Procedures:

1. Church receives call from couple with date
2. The Office Administrative Assistant (OAA) checks the date with the Pastor and the Wedding Coordinator (WC) for availability
3. OAA mails: Initial Letter, "A Minister's Role in Marriage," & "Wedding Booklet"
4. Church receives the completed questions to "A Minister's Role in Marriage."
5. The Pastor and the WC make decision on whether to confirm this wedding – The Pastor confirms date with couple
6. The OAA mails/emails the Wedding Packet to the couple
7. Church receives the completed Wedding Packet back – The OAA makes two copies (one goes in the WC's box, one goes in the Pastor's box) the OAA keeps original form.
8. The WC reviews the Wedding Packet for completion and takes note regarding music:
 - If the couple wants an organist, then the WC contacts the organist
 - If the couple wants recorded music, then the WC reminds the couple that two copies of their music are to be given to the Pastor at the first counseling session
9. Communicate with the Decorating Committee if needed
10. The OAA arranges a meeting with the couple about bulletins
11. The Pastor sets the date for first counseling session
12. The WC has two/three follow-up contacts with the couple to make sure everything is current

Wedding Coordinator continued

Duties and Responsibilities

1. Arrange meetings with the Bride and Groom (2-3) - meet at the church to go over the Wedding Packet for corrections/changes
2. Prepares parlor and sanctuary prior to the rehearsal date (covers tables, clear the narthex and puts up candles)
3. Communicate with the Decorating Committee.
4. Attends rehearsal – goes through the duties of the ushers and procession
5. Comes in early on wedding day (accommodate the bride as to what time) to open doors, receive flowers, get sound system up and assist the bridal party
6. Remains at the church during the wedding and until all wedding party and guests leave
7. Cleans all areas – parlor, gathering room, narthex, sanctuary, downstairs Sunday School room, all bathrooms and entry way
8. Remove all trash and replace with clean bags