

JOB TITLE: Wedding Coordinator

DEPARTMENT: Ministry Support

REPORTS TO: Executive Secretary

Revision Date: 11/16

JOB SUMMARY: The Wedding Coordinator for Nazareth Evangelical Lutheran Church will be a committed Christian who demonstrates the love of Jesus to visitors, employees, and the general public. The Wedding Coordinator provides oversight and direction to wedding couple and families. Works with the pastors, musicians, and executive secretary to coordinate services. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

A. Education: High School Diploma.

B. Experience:

- No prior experience required, event planning preferred.

DUTIES, TASKS, RESPONSIBILITIES:

A. Provides oversight and direction to wedding couple and families.

- Is knowledgeable regarding established policies and procedures.
- Serves as a resource and expert in the areas of responsibility.
- Anticipates problems and resolves them independently or refers them to the appropriate person/s.

B. Acts as communication link with wedding couple and families.

- Contacts bride 10 weeks prior to the wedding to provide coordinator's contact information and schedule meetings, as needed
- Returns bride's/groom's phone calls, emails, texts, etc. at coordinator's earliest convenience, but in a timely manner.
- Contacts bride/groom 2 weeks prior to the wedding to make sure all is going well and to remind them to bring the wedding license to the executive secretary.

C. Works with pastor, musicians, and executive secretary to coordinate services.

- Communicates relevant information to other members of the Nazareth team.
- Keeps executive secretary informed of problems and potential issues that could arise.

D. Takes responsibility for required documents/signage.

- Reminds wedding party to have fees paid 1 month prior to the wedding and to provide wedding license to executive secretary 2 weeks before the wedding.
- Completes and delivers to the executive secretary the set-up information sheet no later than 1 week prior to the wedding.
- Posts signs on doors 155, 156, 158 on day of wedding to remind wedding party that items not cleared from the rooms will be put in a box and kept at the Information Desk.
- Returns the Wedding Folder with marriage license, door signs and information sheet containing couple's names, new address, contact information, etc. to the executive secretary.

E. Is present at the church during rehearsals and ceremonies.

- Arrives at the church 15-30 minutes prior to the rehearsal to address any set-up changes that need to be made prior to the arrival of the wedding party.
- Arrives at the church 3 hours prior to the wedding and remains on duty until the wedding party leaves the building.
- Ensures that the changing rooms/food rooms are cleared out of personal items 30 minutes AFTER the wedding ceremony. The Wedding Coordinator will be responsible for cleaning Rooms 155, 156, and 158, which includes wiping tables down, straightening tables/chairs, and vacuuming.

F. Adheres to all safety and organizational policies and procedures.

- Is knowledgeable about building policies and safety issues, including fire and security procedures.
- Monitors building “traffic” and alerts responsible parties in the event of suspicious or dangerous behaviors.
- Assists responsible parties in the event of emergencies.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed

Date

MISSION

Living together in God’s amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

“Getting Our Hands Dirty for the Cause of Christ!”

VALUES

