

Roberts Park United Methodist Church

Wedding Coordinator Job Description

An effective Wedding Coordinator demonstrates four skill characteristics:

1. Listening and understanding the hopes and desires of others.
2. Coordinating many different types of people and tasks.
3. Deploying and encouraging skilled employees.
4. A “go getter” who can initiate contacts and generate new clients.

Essential Functions

The wedding coordinator is an event specialist for couples getting married. The coordinator is charged with overseeing big details (such as the date of the wedding, coordinating with outside vendors, and confirming staff availability) to small details (such as the right candles for the holders). The wedding coordinator has the added responsibility of respecting the sanctity of the church.

The wedding coordinator is charged with the awesome responsibility of:

- making the distinctly sacred wedding event flow smoothly
- with reducing the stress on the couple
- working on a team committed to a professional event.

Essential Responsibilities

The coordinator will:

- Consult with the wedding couple and, where appropriate, recommend services.
- Arrange, confirm and supervise support staff.
- Coordinate with outside vendors.
- Schedule facilities.
- Monitor payment of fees by the couple.
- Authorize and confirm payment of support staff.
- Coordinate with the clergy concerning needs for the wedding service.

The Wedding Coordinator is considered a “Temporary Staff Member” engaged for specific events. The Wedding Coordinator is hired by the Staff/Pastor Parish Relations Committee and responsible to the Senior Pastor.

Detailed Tasks

For each wedding the wedding coordinator will typically be engaged in, but not limited to the following activities.

1. Initial Contact

- a. Receive intake information
- b. Check facility availability
- c. Contact couple for initial interview

2. Initial Interview

- a. Listen to the desires of the couple.
- b. Show facilities to prospective wedding couples.
- c. Review offered services and costs.
- d. Confirm appointment with the clergy.
- e. Confirm dates for wedding and rehearsal.
- f. Once a deposit commitment has been made to use our services the wedding coordinator will be available to the couple (either directly or through the office) for consultation and assurance.

3. Follow-up

- a. After the couple has completed the first appointment with clergy:
 - i. Confirm facility availability
 - ii. Confirm dates and down payments
 - iii. Contact and confirm dates with “non-clergy” staff (organist, custodian, sound tech, etc.)
 - iv. Confirm full payment of fees 30 days prior to service

4. Rehearsal

- a. Arrange for facilities to be open and prepared for rehearsal 15 minutes prior to scheduled start.
- b. Help wedding party find and understand their places in the ceremony.
- c. Work with the clergy in coordinating the rehearsal.
- d. Confirm any outside vendor arrangements (flowers, photo shoots, etc.)
- e. Confirm Wedding License is present and in order (have signed when needed),

5. Wedding Day

- a. Arrange for all facilities to be open and prepared 30 minutes prior to start of service.
- b. Meet any outside vendors and support staff
- c. Greet the wedding party

- d. Help direct the wedding party to their proper locations.
- e. Help coordinate photo shoot movement
- f. Take care of any last minute needs
- g. Coordinate wedding party to be in the right place at the right time Roberts Park United Methodist Church
- h. At the end of the ceremony help the bridal party and family get to where they need to be (photo shoot, reception, or other)
- i. Confirm the marriage license is signed appropriately, photo copy the signed license, send by registered mail the original signed document.
- j. Following the wedding make sure the facilities are clean and ready for use.

6. Follow up: 30 Days After the Wedding

- a. Send a “thank you – bless your new family” note to the newly weds

7. Between Weddings

- a. Initiate contacts with potential couples.
- b. Maintain wedding supplies. Roberts Park United Methodist Church

Assumption of time

Each Wedding is expected to use 10.25 to 11.75 hours.

Initial interview with contact person (.25 hours) Couple intake (include tour of sanctuary) and contract review (1 to 2.5 hours). Confirm calendar with facilities and Pastor Arrange for personnel (organist, custodian, other) (.5 hours) Synchronize deliveries and facilities (.5 hours) Track payments (.5 hours) Rehearsal (2.5 hours) Wedding (5 hours)

Compensation per wedding Chapel Sanctuary bonus*

Coordinator 150.00 + For each “non-member” wedding the coordinator generates, the coordinator receives an additional \$100.00.