



Wedding Coordinator

This is a part-time position that is scheduled as needed. The hours include the initial meeting, rehearsal, and wedding ceremony.

Position Summary:

The wedding coordinator works with the bridal couple and family members as well as facilitating their needs with the staff members.

General Responsibilities:

This position will work with the bridal party through the rehearsal and wedding process. The initial meeting will cover all the aspects of the ceremony. The coordinator is responsible to communicate the bridal party's visions while working with the building's possibilities. The coordinator will hold the schedule to task while directing those involved.

This position must work closely with the custodial, facilities, and the pastoral team.

This position may be working directly with florists, musicians, and photographers.

This position requires grace and professionalism while working under pressure.

Physical Requirements: This position must be able to lift up to 50 lbs. This position must be able to traverse the building comfortably.

The above duties, activities, or responsibilities may be supplemented periodically.