



## JOB DESCRIPTION

<b>Title:</b>	Wedding Coordinator
<b>Department:</b>	Executive Team
<b>Reports To:</b>	Lead Pastor
<b>Pay Status:</b>	Hourly
<b>Exemption Status:</b>	Non Exempt

**General Summary and Objective:** The Wedding Coordinator will assist couples desiring to host their wedding at Crossroads Christian Church with advanced planning for the ceremony, coordination with officiant, vendors, and other participants, and facilitation of the rehearsal and wedding ceremony.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Meet with bride and groom to plan ceremony details in cooperation with the officiant (3-6 months prior)
- Manage expectations and adherence to the policies outlined in the wedding booklet and facility use policies.
- Schedule facility for all usage for set up, rehearsal, and ceremony utilizing PCO for room reservations and unlock requests.
- Contact any vendors for scheduling, facility usage, deliveries, etc.
- Coordinate elements and flow of ceremony with officiant
- Schedule sound technician
- Meet with bride and groom for final preparation and finalizing all details (4-6 weeks prior to wedding)
- Be present for the rehearsal
  - Make sure facility is unlocked
  - Welcome wedding party and all family present
  - Coordinate ceremony walk through with officiant
  - Provide direction for arrival times, changing rooms, details for wedding ceremony
- Be present for the wedding ceremony
  - Make sure facility is unlocked.
  - Prep Bride and Groom changing area
  - Prepare chapel for ceremony

- Monitor, assist and direct the wedding party with schedule, events, and needs throughout the day of wedding
- Coordinate and direct the activities of the photographer, videographer, and florist; coordinating with the pastor, soundboard operator, musicians and soloist; other participants
- Remove equipment from areas used following the departure of the wedding party
- Collect, deposit, and/or distribute all fees and honorariums.
- Maintain all supplies for weddings (candles, tables, emergency kit)

**Additional Responsibilities:**

- Ensure set-up and clean-up is coordinated with Facilities Ministry Team
- Keep wedding booklet current and available to all interested couples

**Requirements** (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Exercise pastoral skills and sensitivity in encounters with church members and individuals involved in events
- Ability to convey a positive professional image and to maintain confidentiality
- Administrative skills and attention to details
- Demonstrated capacity to lead and administrate

**Work Environment**

This job operates in an office environment and church setting This role may use standard office equipment such as computers, phones, photocopiers, filing cabinets. This role requires interaction with people both from Crossroads Christian Church and outside of our congregation and staff.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Position Type/Expected Hours of Work** (examples below)

This position is hourly and is scheduled as necessary.

**Travel**

This position may require occasional local traveling for errands.

*Created: September 18, 2024*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*