

**Diocese of Sacramento
JOB DESCRIPTION**

PARISH:	
POSITION:	WEDDING COORDINATOR
CATEGORY:	Non-Exempt
SCHEDULE:	Part Time

REPORTS TO: Pastor / Administrator

JOB SUMMARY: The Wedding Coordinator works to safeguard the respectful use of the church and to assist the couples planning their weddings. Acting as host/hostess, he/she provides a welcoming presence to the soon-to-be-wed couple, their guests, and the community who gather for the celebration of the wedding. The coordinator assists the presider of the ceremony by addressing the housekeeping duties which arise in the planning of a wedding.

The role of the coordinator is to assist the clergy of the parish in their work as the pastoral ministers of the parish. As a sacrament of the Church, marriage involves several facets. Among these are canonical requirements, preparation guidelines, personal concerns, and pastoral sensitivities which are beyond the scope of concern of the coordinator. The pastor bears overall responsibility for the manner of the celebration of the sacraments. Therefore, coordinator works under the supervision of the pastor.

ESSENTIAL FUNCTIONS:

- Assist couples, their wedding party, and the presider of the ceremony at the wedding rehearsal:
 - a. By opening the church, attending lights as needed, greeting and welcoming those who arrive;
 - b. May include leading the wedding rehearsal itself, depending on the presider;
 - c. Oversee the securing of the church, if appropriate, by turning off lights and locking doors.

- Assist the gathering with the celebration of the wedding:
 - a. Check church for its presentation for the event;
 - b. Check the work of the florist to be in conformity to the guidelines of the parish;
 - c. Check restrooms;
 - d. Be present to those who need assistance;
 - e. Assist the presider in providing what is necessary to celebrate the wedding;
 - f. Check after the event that all is in order.

- Meet with couples during the preparation phase:
 - a. Review the parish policies for the use of the church for weddings;
 - b. Assist the couple with finding answers to their questions about the ceremony;
 - c. Take inquiries from florists and photographers/videographers about their work in the church during the ceremony.

TIME COMMITMENT (PROJECTED):

- The coordinator is to be available 1 hour before the ceremony and until the wedding party has left for their reception.
- Rehearsals normally take place on Friday evenings and last at least 45 minutes. The time is set as negotiated by the couple and the coordinator.
- A 45-minute session with the couple can be arranged according to the schedules of the coordinator and the couple. The meeting place can be at the parish office (by arranging with the secretary) or in the church.