
Position Title: Assistant Wedding Coordinator

Hours/week: 6-10 hours/wedding (2 hours for rehearsal/decorating; 4 hours on wedding day; possible additional 4 hours if reception is held at Woodmen)

Reports To: Wedding Director/Coordinator

Grade: non-exempt

PRIMARY RESPONSIBILITIES:

1. Assist Wedding Coordinator in orchestrating wedding rehearsals/wedding ceremonies
2. Communicates with wedding party to ensure all needs are met during rehearsal and ceremony
3. Assists with decorations
4. Ensures wedding party completes all ceremony activities within reservation window
5. Attends meetings as requested
6. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee of Woodmen who supports the church vision and values
3. Spiritual gifts of serving and administration/organization are helpful and preferred
4. Is friendly, personable and outgoing
5. Has good communication skills
6. Is faithful and dependable to carry out assigned tasks
7. Has the passion to ensure weddings at Woodmen bless the wedding couple, edify all in attendance and encourage all who play a role

NOTE: This is first and foremost a ministry position; the payment rate will not be comparable to that of a professional assistant wedding coordinator.