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**Position Title:** Wedding Coordinator

**Hours/week:** 7-12 hours/wedding (1-2 hours for initial meeting; 2 hours for rehearsal/decorating; 4 hours on wedding day; possible additional 4 hours if reception is held at Woodmen)

**Reports To:** Wedding Director and Wedding Administrator

**Grade:** non-exempt

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### **PRIMARY RESPONSIBILITIES:**

1. Review wedding calendar; contact Wedding Director to schedule weddings
2. Schedule initial meeting with bride 6-8 weeks prior to wedding; have bride complete wedding questionnaire; meet with the bride additionally, as needed
3. Accompany couple whenever they are on campus (rehearsal/rehearsal dinner, decorating, ceremony, reception)
4. Contact officiating pastor prior to rehearsal; ask about specific needs for ceremony (each pastor is different - be "graciously flexible")
5. Contact assigned Assistant Wedding Coordinator and Sound Tech to verify when they are needed for rehearsal and wedding
6. Submit sanctuary set-up form to Wedding Administrator at least one week prior to wedding; include couple's future address, especially if members of Woodmen, so church database can be updated
7. Maintain Woodmen-specific decoration items and décor owned by Woodmen. An additional hour is scheduled with the couple for decorating; contact Wedding Administrator if additional time is needed.
8. Ensure candles and globes are clean, full and working before rehearsal; notify Wedding Director of problems or breakage
9. Check Bride's and Groom's Rooms, stairs and bathrooms prior to the start of rehearsal; notify Facilities staff of special needs
10. Rehearsal: make every attempt to start on time (most rehearsals can be conducted in an hour); set up procession and recession of wedding party; leave ceremony details to officiating pastor (make suggestions for ceremony itself *only* if you feel something will facilitate the beauty of the ceremony)
11. Day of wedding: orchestrate ceremony ensuring wedding party and all support personnel are present, in place and ready when required; assist bride, groom and wedding party with preparations as necessary; make every attempt to start on time; coordinate processional and recessional of wedding party; direct post-wedding actions as needed (e.g., assist with photos, signing Marriage License, putting away Woodmen decorations, etc.).
12. Lock Bride's and Groom's rooms after rehearsal and during wedding; straighten dressing rooms after wedding; check rooms and sanctuary for personal items that may have been left and contact couple to arrange pick-up
13. Other duties as requested

### **SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

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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, administration/organization and leadership 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. A 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 wedding coordinator.