

Our Savior's Wedding Coordinator Duties

Stipend Position, Approximately 8 hours per wedding.

Reports to Lead Pastor

The Wedding Coordinator provides support to the couple and their wedding party on the day of the rehearsal and on their wedding day. The goal is to make the event run as smoothly as possible.

Some of the responsibilities of the Wedding Coordinator are:

- Meet with the couple a few weeks before the wedding to discuss details of the wedding and expectations for the wedding party and the church.
- Ensure wedding license is obtained and submitted to the church no later than one week before the wedding day.
- Go over church policy regarding weddings so everything is understood and agreed upon.
- Makes sure church fees are paid in advance of the wedding.
- Makes sure communication is happening between the couple and additional staff, such as pastor, organist, sound person, custodian, etc.
- Be present to direct both the wedding rehearsal and the wedding day events.
- Make sure that the church is cleaned and put back in order following the wedding.