

# Wedding Coordinator's Job Description

## The Value of a Church Wedding Coordinator

A good wedding coordinator is...Invaluable!

- She saves the Bride and her mother from unneeded apprehension; she saves the pastor from excess time at the rehearsal; and she very often saves everyone from a large degree of confusion. She is aware of the church's policies concerning the use of candles, appropriate music, photography, and even any cleanup that is expected. The church wedding coordinator is also familiar with all of the facilities available. She will be acquainted with the sound system, know which rooms are the best dressing rooms and be able to show you the church's wedding provisions (candelabras, kneeling bench, etc.).
- Not only can a church wedding coordinator offer you resource lists, she can also provide the rules for proper wedding etiquette. When you initially meet with her, she will most likely bring to mind decisions that you weren't aware you would have to make!
- Finally a good wedding coordinator runs a smooth rehearsal. The minister concentrates on guiding the bridal party through the ceremony; but the coordinator instructs everyone as to the mechanics involved (where to stand, when to turn, how to usher, etc.).

## Qualifications, Skills and Gifts

The wedding coordinator...

- is people-oriented and friendly.
- is outgoing and personable.
- has a cheerful and warm demeanor; easy to approach.
- possesses personal creative skills.
- practices good organizational and communication skills.
- is detail-oriented.
- has a humble and serving attitude.
- is willing to shoulder great responsibility, yet remain largely behind the scenes at the wedding ceremonies and related events.
- takes pride in having things run smoothly and with excellence.
- possesses one or more of the following gifts: administration, craftsmanship, creative, communication, encouragement, faith, knowledge, leadership, shepherding, teaching, wisdom.

## Coordinator's Job Description

1. Make initial contact with Bride—set meeting at church to review options and begin wedding worksheet.
2. Determine needs for wedding: sound, piano player, music etc...
3. Determine physical needs—these will be passed on to Pastor Paul Mattison (for custodial staff).
  - Changing Rooms
  - Communion Table (elements)
  - Kneeler
  - Candelabras
  - Candle Lighters
  - Guest book table
  - Stage needs (equipment, silk plants)
  - Music stands for Readers/Soloists (to be passed on to sound person)
4. Determine Timing
  - When they need to get in to the sanctuary/lobby to decorate
  - What time rehearsal begins
  - When attendants/family need to arrive for ceremony preparation/pictures
5. Talk through the ceremony itself
  - Who is ushering
  - Who will seat mothers/grandmothers specifically? Also, where applicable, step dad and step mom seating arrangements, as well as , others as needed
  - Who will light candelabras, unity candles
  - Where people will be seated (VIP's, immediate family, Bride's side, Groom's side)
  - Order of groomsmen/bridesmaids
  - Any other special details
6. Arrive at rehearsal 45-60 minutes prior to start, briefly walk through rehearsal with Bride and Groom
7. Coordinate with musician(s) for cues during ceremony

8. Run rehearsal at the discretion of the pastor. The following items should be discussed in rehearsal regarding who will do what. Each pastor will have a preference.

- Explain what will happen on the day of the wedding
- Line up wedding party on stage as they will stand during the ceremony
- Walk through the recessional, out to the lobby
  - Tell men where to be... walk through ushering in moms and grandmothers
  - Send men to pastor
  - Line up women, explain the timing of them walking in
- Send men in with pastor; send women down the aisle as they will walk in during the ceremony. The pastor will walk the party through the ceremony.
- Field questions about ceremony with wedding party, family

9. Bring communion elements, candle lighters in place, have matches or lighter

10. Arrive up to 2 hours prior to ceremony, per Bride's request

11. Troubleshoot—be available for Bride's needs/family needs/to keep Bride and Groom from running into one another prior to the ceremony.

12. Make sure everyone is in the right places at the right times for the ceremony itself—run through ceremony just as rehearsal.

13. Be available after the ceremony to round-up people for pictures, etc. (have list from couple). Ask the custodians to turn off fans during ceremony if candelabras are used.

14. Agree on the next time you will talk on phone, e-mail or meet with couple and what work or tasks will be accomplished for the next encounter. This will alleviate wondering what each side is doing.

#### **Additional details for the coordinator:**

- A list from the Bride and Groom for corsages and boutonnieres
- Clear calendar with Natalie for rehearsal and decorating
- Green sheets for pianist, technician, coordinator
- Have a meeting with the pastor to be clear on duties of each; i.e., who actually runs the rehearsal?
- Tape spots for wedding party to stand and move into
- Meet and direct photographer, florist, etc.
- Coat rack in changing rooms and rooms locked overnight
- Speak with Pastor Vaughn about clearing the platform
- Clean up—return communion table, tablecloths, candelabras, speak to family—someone responsible for collecting unity candle, candleholders, Bible, etc.

#### **Wedding Emergency Kit**

Encourage the wedding couple to consider having family put together an "emergency kit" just for weddings.

The following items would be appropriate...

Thread (selection of colors)	Antacid
Needles	Small first-aid kit
Pins (various types)	Capsule of ammonia
Thimble	Lint roller/clothes brush
Scissors (all-purpose)	Cleaning fluid
Shirt buttons	Pen, pencil
Nail file, emery board	Plain envelopes
Nail polish	Name tags
Hair spray	All-purpose glue
Bobby pins, hair pins	Transparent tape
Comb, mirror	Masking tape
Breath mints	Matches
Aspirin, Tylenol	Tape measure
Other:	