

## Wedding Coordinator

The Wedding Coordinator will assist the priest, deacons, brides and grooms and their families with wedding planning and provide assistance at the rehearsal and on the wedding day.

### Qualifications

- Strong organizational skills
- Good leadership and communication skills
- Available on Fridays for rehearsals
- Available on Saturdays for weddings
- Knowledge of the order of the Mass
- Ability to work collaboratively with the priest, music ministry and bridal party

### Pre-Planning Tasks

The Wedding Coordinator will be notified of the scheduled wedding by a Priest or his assistant, and should begin communication with the couple 6-8 weeks prior to the scheduled wedding, to plan all wedding activities, to include:

- Mass or ceremony details
- Confirmation of bridal party members
- Confirmation of Unity Candle option
- Selection of Lectors, Eucharistic Ministers
- Confirmation and coordination of Florist
- Confirmation and coordination of Photographer
- Creation of the wedding program
- Selection and coordination of wedding music (in conjunction with Linda Liberty, Director of Music)
- Scheduling the wedding rehearsal day and time
- Any special requests

### Rehearsal Responsibilities

- Arrive prior to the start of the rehearsal to set-up the Church, including:
  - ❖ Lights and doors
  - ❖ Chairs
  - ❖ Kneelers
  - ❖ Unity candle stand
- Organize wedding party for the procession and recession
- Provide any additional assistance needed

### Wedding Day Responsibilities

- **Prior to the wedding, set-up the Church, including:**
  - ❖ Set-up gathering table – flowers, programs, tablecloth, memorial table if requested
  - ❖ Arrange flowers on the altar if needed
  - ❖ Set-up unity candle and unity candle stand if requested
  - ❖ Assist with pew markers if requested
- Assist with corsages if requested
- Prepare Ushers to escort guests
- Prior to the start of the ceremony, line-up wedding party
- Remain at the ceremony to assist if needed
- **After the wedding:**
  - ❖ Escort bride, groom and wedding party to the chapel for marriage license signing and photos
  - ❖ Remove any items from the pews
  - ❖ Remove chairs, kneeler, unity candle and any other wedding materials from the church
  - ❖ Ensure gathering space and family room are cleaned and wedding materials are removed