



## 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 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

### Preplanning

- Priest or his assistant will notify the Wedding Coordinator of scheduled wedding
- Communicate with the couple 6-8 weeks prior to the scheduled wedding
- Wedding Activities
  - Mass or ceremony
  - Schedule rehearsal day and time
  - Bridal party members
  - Unity candle option
  - Lectors, Eucharistic Ministers
  - Florist
  - Photographer
  - Wedding program
  - Music – Contact Linda Liberty, Director of Music
  - Special Request

### Rehearsal

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

### Wedding

- Arrive prior to the wedding to set-up the Church
- Set-up gathering table – flowers, programs, table cloth, 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
- Prep 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

- Usher brides and groom, and wedding party to the chapel for the signing of the marriage license and photo



- 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