

MINISTRY DESCRIPTION

POSITION: Wedding Coordinator (Part-time, Non-exempt)

STAFF CLASSIFICATION: Staff 5

REPORTS TO: Senior Pastor

SUPERVISES: Assistant Wedding Coordinators (as necessary)

MINISTRY SUMMARY: Serves as liaison between FPC and couples seeking to be married; coordinates all aspects of weddings at FPC including scheduling, communicating with couples and vendors; implements policies established by FPC; and is present to lead and coordinate all details of rehearsals and weddings.

RESPONSIBILITIES:

1. Communicates in a timely manner with engaged couples.
2. Schedules weddings and rehearsals and other related appointments.
3. Coordinates with pastors who are requested for weddings.
4. Ensures that FPC policies are understood and followed by the couple and their wedding party, family members and vendors.
5. Obtains necessary information (programs, marriage license, etc.) as well as payments.
6. Manages the wedding party's schedule at FPC.
7. Assumes responsibility for implementing rehearsal and wedding schedules and details in place of outside coordinators or family members.
8. Coordinates details with photographers, videographers, florists, musicians, FPC staff (musicians, pastors, sound and facilities) and any other consultants.
9. Trains and coordinates ushers as necessary.
10. Recruits and trains assistant coordinators as necessary.
11. Other responsibilities as assigned by the Executive Associate Pastor.

DESIRED QUALIFICATIONS:

1. Education: Undergraduate degree or equivalent experience.
2. Work Experience: Three or more years of experience in a related field.
3. Excellent communication skills, both verbal and written.
4. Detail oriented and excellent organizational skills.
5. People skills including patience, a willingness to listen, and the ability to manage a wide variety of people.
6. A willingness to "go the extra mile" when needed and the ability to make decisions "on the spot".
7. Must be willing to work evenings and weekends as necessary.
8. Proven experience with MS Word, Excel, Publisher and Outlook.