

Eastminster Presbyterian Church
JOB DESCRIPTION
WEDDING COORDINATOR
(rough draft)

- Meet with the Bride/Groom/Mother of Bride following the meeting with the Pastor.
- Present and discuss wedding guidelines and forms.
- Offer a tour of facilities.
- Coordinate proposed plans with Pastor, Director of Music, and Facility Manager.
- Confirm wedding date and hour and inform the Office Administrator for booking on master calendar.
- Contact Bride prior to deadline dates. Confirm various services, music, flowers, etc.
- Attend rehearsal . Set up dressing areas and sanctuary accoutrements.
- Wedding day.....assist with flowers, wedding party needs, family needs. Coordinate “last minute” details with Pastor and Director of Music.
- Assist custodian with facility clean-up.
- Coordinator compensation \$75.00