

Wedding Coordinator

➤ Overview

Under the direction of the Pastor, and in accordance with the parish guidelines, the Wedding Coordinator assists the wedding party, the presider, and parish staff in the preparation of wedding ceremonies. They ensure effective communication both with couples, their families and with presiders.

➤ Activities/Responsibilities

- All activities and responsibilities are at the discretion of the Pastor.
- Maintains a contact list of couples preparing for a parish wedding.
- May attend the Marriage Preparation Course to interact with the couples preparing to celebrate in the community.
- Becomes familiar with the Rite of Marriage text and other resources made available through the parish and the Catholic Office of Religious Education.
- Contacts and meets with engaged couples, providing them with the parish guidelines and responding to any questions they may have.
- Consults the Pastor with any questions that arise outside the scope of the parish guidelines.
- Schedules and meets with engaged couples to follow-up, when necessary.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- May assist in planning the liturgy in accordance with the parish guidelines and Archdiocesan guidelines for the celebration of weddings.
- Assists the couple in understanding and implementing the parish guidelines with respect to music, flowers, decorations, photography and video cameras.
- May conduct the wedding rehearsal, should the Pastor wish to delegate this privilege, or assist him in doing so.
- Documents any “last-minute” changes for the presider’s approval.
- Attends the wedding if he/she has conducted the rehearsal.
- Coordinates and/or checks details of the wedding day itinerary including: set-up, camera placement, opening procession, flower placement, musicians, professional photographers, confetti, and arrival of participants.
- Is available for meetings and training at the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church and in good standing.
- Is recognized within the parish community as a person of solid reputation.
- Is thoroughly familiar with the parish guidelines and Archdiocesan guidelines (“Guidelines for Wedding Liturgies”, “Guidelines for Music at Wedding Liturgies”) established for the celebration of weddings.
- Has had formal training and/or education regarding the various wedding ceremonies.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Ability to facilitate meetings.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Is honest, trustworthy and enthusiastic.
- Has the ability to work independently or as part of a team.
- Has a helpful, supportive and non-threatening attitude.
- Is dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program and training provided by Pastor.

➤ **Participant Group**

Couples to be married at the parish, their families and wedding party.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly impact the liturgical experience at the parish.

Will enhance personal growth of faith.

Will further develop leadership and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position.

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Wedding Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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