

## Wedding Coordinator Duties

It is the responsibility of the Wedding Coordinator to assist at the rehearsal as well as the wedding ceremony. Responsibilities of the Wedding Coordinator are to see that the small details of a wedding and rehearsal are handled, that the ceremony proceeds on time, and to make sure the facilities are ready for the ceremony. A specific list of duties follows:

1. Wedding Coordinator will arrive 30 minutes prior to and be present at the rehearsal.
2. Wedding Coordinator **will not** stay following the rehearsal to allow the florist to decorate the Sanctuary. All Sanctuary decorations must be done the day of the ceremony at a mutually agreed upon time between the Wedding Coordinator and the florist.
3. Wedding Coordinator will arrive 2-3 hours prior to the wedding and during the wedding to assist the wedding party and the minister. She will stay up to one (1) hour after the wedding for any necessary pictures and to make sure the church is in proper order.
4. Wedding Coordinator will coordinate arrival times with florist, caterer (if any), musicians, photographers and videographers. Coordinator will ensure that the facilities are ready for the ceremony.
5. Wedding Coordinator will unlock the church the day of the ceremony to let in the florist, photographer, etc. It is the responsibility of the bride and/or groom to designate a person to stay and supervise the decoration of the church by the florist.
6. Wedding Coordinator will be available for no more than two personal consultations to aid in the planning of the ceremony, as well as telephone calls and/or emails.
7. Wedding Coordinator **is not** responsible for cleaning up the parlor or the groom's facilities. It is up to the bride and groom to coordinate designated persons to be in charge of cleaning up and removing all personal items including wedding gifts brought to the ceremony.