

# Wedding Coordinator's Job Description

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Weddings are a source of joy, but also a source of stress and worry. The Wedding Coordinator provides direction to minimize that stress and worry and enable the Bride, Groom and families to focus on the joy of your special day.

**NOTE:** The Bride's family will secure a Wedding Coordinator for the rehearsal, ceremony and/or reception. This person shall work under the direction of the Camano Chapel Wedding Host, but shall be compensated directly by the family. The Wedding Coordinator works with the couple and the officiating pastor to facilitate all rehearsal, ceremony and reception details except for the Pastor's ceremonial spoken words.

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1. Meet with the Bride/Groom to prepare the **Wedding Plan Worksheet** (see attached).
2. Confirm dates and physical needs for the wedding and **Room Use Request Form** (see attached) with the Camano Chapel Wedding Host.
3. Confirm timing needs for the wedding
  - When they need to get in to the sanctuary/foyer to decorate
  - When rehearsal begins
  - When attendants/family need to arrive for ceremony preparation/pictures
4. Talk through the details of pre and post ceremony.
  - Who is ushering
  - Who will seat mothers/grandmothers specifically? Also, where applicable, step dad and step mom seating arrangements, as well as, others as needed
  - Who will light candelabras, unity candles
  - Where people will be seated (VIP's, immediate family, Bride's side, Groom's side)
  - Order of groomsmen/bridesmaids
  - Any other special details
5. Arrive at rehearsal 45-60 minutes prior to start, briefly walk through rehearsal with Bride and Groom
6. Coordinate with musician(s) for cues during ceremony
7. Run rehearsal at the discretion of the pastor. The following items should be discussed in rehearsal regarding who will do what. Each pastor will have a preference.
  - Explain what will happen on the day of the wedding
  - Line up wedding party on stage as they will stand during the ceremony
  - Walk through the recessional, out to the lobby
  - Tell men where to be...walk through ushering in moms and grandmothers
  - Line up wedding party, explain the timing of them walking in
  - Send wedding party members down the aisle as they will walk in during the ceremony. (The pastor will walk the party through the ceremony.)
  - Field questions about any logistics regarding ceremony with wedding party, family
8. Bring communion elements, candle lighters in place, have matches or lighter
9. Arrive up to 2 hours prior to ceremony, per Bride's request
10. Troubleshoot—be available for Bride's needs/family needs/to keep Bride and Groom from running into one another prior to the ceremony.
11. Make sure everyone is in the right places at the right times for the ceremony itself.
12. Be available after the ceremony to round-up people for pictures, etc. (have list from couple).
13. Additional details for the coordinator:
  - Obtain list from the Bride and Groom for corsages and boutonniere
  - Coordinate decorating, rehearsal and ceremony schedule with the Camano Chapel Wedding Host
  - Communicate with officiating pastor to coordinate division of duties at the rehearsal; ie., Who actually runs the rehearsal?
  - Tape spots for wedding party to stand and move into
  - Meet and direct photographer, florist, etc.
  - Speak with Camano Chapel Wedding Host about clearing the platform (This must be coordinated with Worship Director).
  - Clean up—return communion table, tablecloths, candelabras, speak to family—someone responsible for collecting unity candle, candleholders, Bible, etc.
14. Direct Reception
  - Coordinate the reception itinerary and all cues
  - Coordinate vendors, timing, deliveries