

# **WEDDING COORDINATOR GUIDE**

**THE ROLE OF THE  
WEDDING COORDINATOR  
AT  
(insert church name)**

# PART #1: JOB DESCRIPTION

A Wedding Coordinator is a vital role in accomplishing the dreams, goals and expectations of weddings at (church name). Although the Pastor is in charge of the service, the Wedding Coordinator acts as the pastor's assistant in coordinating the details of the wedding, both prior to wedding day, the rehearsal and the day of the ceremony.

An effective Wedding Coordinator demonstrates four skill characteristics:

1. Listening and understanding the hopes and desires of others.
2. Coordinating many different types of people and tasks.
3. Deploying and encouraging a team.
4. A “go getter” who can make decisions and take the lead when needed.

## Essential Functions

The wedding coordinator is an event specialist for couples getting married.

The coordinator is charged with overseeing big details (such as the date of the wedding, coordinating with outside vendors, and confirming staff availability) to small details (such as the right candles for the holders).

The wedding coordinator is charged with the awesome responsibility of:

- making the sacred wedding event flow smoothly.
- with reducing the stress on the couple.
- working on a team committed to a professional event.

## Essential Responsibilities

- Consult with the wedding couple and, where appropriate, recommend services.
- Arrange, confirm and supervise support staff.
- Coordinate with outside vendors (flower/photographer).
- Schedule facilities.
- Monitor & secure payment of fees by the couple.
- Authorize and confirm payment of support staff.
- Coordinate with the Pastor concerning needs for the wedding service.

The Wedding Coordinator is considered a “Temporary Staff Member” engaged for wedding events and is responsible to the Lead Pastor.

## PART II: THE PROCESS OF COORDINATION

### INITIAL CONTACT

When a couple makes known, either through contacting the church office or by emailing wedding@(church name).org, the Wedding Coordinator will contact the couple within **48 hours** of receiving initial contact. At this time an initial meeting will be set up within **10 days**.

- Once contact has been made, the Wedding Coordinator will confirm that either the bride or groom are active members of (church name) or the parent/step-parent of bride or groom are members of (church name). If neither is true, they will not be able to be married here.
- The Wedding Coordinator should ask them what dates they are looking at and how big they expect the wedding to be (estimate). The Wedding Coordinator should email them the PDF version of the Wedding Process Guide (NOT your guide, but the couples one) and ask them to read it over the next few days so they can be familiar with the requirements, payments and process. During that time the Wedding Coordinator should reach out to the Calendar Coordinator to check on dates and availability of space.

### INITIAL MEETING

The Wedding Coordinator is the first person to meet with the couple (at the beginning of their request to host their wedding at (church name)). At this initial meeting the Wedding Coordinator will review and cover the following information:

- Introduce yourself and share how excited you are for the couple to get married at (church name).
- Listen to the desires (dates/request/wedding concept) of the couple.
- Show facilities to prospective wedding couples.
- Review the "Wedding Process Guide" covering offered services, fees and the wedding process.
- Remind them to fill out the required Part #5 of the Wedding Process Guide and return it with the security deposit. Remind the couple that no dates are secured until the form and Security Deposit have been turned in and approved by the Calendar Coordinator.
- Remind the couple that once a deposit commitment has been made to use our services the wedding coordinator will be available to the couple (directly) for consultation and assurance.
- Review the process of securing dates on the calendar for the rehearsal and marriage service.
- Share that only one person in the church will be communicating with the couple...that is the Wedding Coordinator.
- Review what the pre-marital process looks like, including what the Pastor covers in his or her initial meeting and subsequent meetings with the couple. This helps the couple see the larger process.
- The Bride/Groom are responsible to check with the Pastor they want to marry them to see if they are available. (Must be a pastor of (church name) marrying them to have wedding here OR follow the process as stated for guest Pastor listed in the Wedding Process Guide.)

### FOLLOWING INITIAL MEETING

Within **24-48 hours** of initial meeting the Wedding Coordinator will contact the church office to check availability of requested wedding date. If the date is not available, then the Wedding Coordinator will reach out to the couple to check for any other dates that they may be considering. Once a date that works for the couple and the church is confirmed the Calendar Admin will mark it on the calendar as TENTATIVE, pending receipt of contract and security deposit.

- The Wedding coordinator will confirm the date with the officiating Pastor.

### ONCE CONTRACT IS RECEIVED

Once the contract and security contract has been received the following should take place:

- Contact Calendar Admin to inform the signed contract and deposit has been received. Give a copy to the Calendar Admin and Custodian (at specific campus) with dates & times of the rehearsal and wedding. Calendar Admin will take off TENTATIVE on the calendar and list actual times as written on contract.
- The Wedding Coordinator will set up a time schedule for follow up and follow through
  - This should include follow up contacts from Wedding Coordinator to the couple.
  - Schedule a meeting 30-days prior to the wedding to receive final payments, answer any questions, review the ceremony process (including the order of the service, who is walking down the aisle, in what order and any special elements of the wedding), and confirm times for rehearsal and wedding day.
  - Schedule the date and time for the Wedding Coordinator, the couple and officiating Pastor to attend the final pre-marital counseling session to review all parts of the wedding ceremony.
- The Wedding Coordinator will request from the Officiating Pastor the dates for pre-marital counseling and then share that with the couple. At this time the couple should be instructed that there is an (enter fee if any) pre-marital counseling fee per couple for the counseling assessment.
- The couples email (both of them) should be shared with the officiating Pastor so the pre-marital counseling assessment can be sent to the couple.
- Confirm all dates, times and information on the contract for wedding and rehearsal.
- Confirm all payments according to the fee list and their contract.
- Contact and confirm dates with “non-pastoral” staff (musician, custodian, sound tech, etc.)

## **POST SERVICE FOLLOW UP**

- The Monday following the wedding, contact the church office to release payments for: sound tech, custodian, stage set up, safety coordinators, wedding coordinator, and return of security deposit to the couple. Inform the office if there were any damages (Custodian at specified campus will inform the wedding coordinator of any damages after cleaning.)
- 7 Days After the Wedding -Send a “thank you-bless your new family” note to the newlyweds.

## **BETWEEN WEDDINGS**

- Maintain wedding supplies.

## PART III: PRICING

The following financial costs/guidelines have been established for the private use of the facilities of Freedom Christian.

### **WEDDING FEES - (enter fee if any)** (The total cost is due 30 days prior to the wedding)

- Audio/Visual Engineer Services
  - Wedding Coordinator Services
  - Custodial Cleaning
  - Wedding Set up
  - Up to a 90 min. rehearsal
  - Up to five hours the day of the wedding (including ceremony, set-up and takedown)
- There is a **(enter fee if any)** fee for each additional ½ hour of facility use not reserved in advance. This fee will come out of the security deposit if the facility is not vacated in the allotted time.
  - There is a **(enter fee if any)** per hour fee for additional hours arranged in advance. This can be requested through your Wedding Facilitator when scheduling your wedding date.
  - A \$250 refundable security deposit is required to hold the wedding date. **This is a separate fee not included in the cost to use (church name) and is refundable if no damages occur.** If a stain cannot be removed, item requires replacement, or there is damage to any property, the cost will be taken out of the Security Deposit. If there are any further damages beyond the security deposit fee, additional fees will be assessed and charged to the part.
  - The total cost is due 30 days prior to the wedding.

### **SEATING**

Maximum Seating: **(enter number of seats)** Parking Spots: **(enter number parking spots)**

Includes the use of: The Worship Center, changing room (both for male and female), Kitchen (Refrigerator & sink access) and restrooms A diaper changing area is provided in the women's restroom.

### **HONORARIUMS**

We recommend honorariums for the pastor to begin at a minimum of (enter fee if any) and should be given to your officiant on the day of the wedding. This is not included in the above fees and should be given to the officiant by the Bride/Groom or their designee.

## PART IV: WEDDING SET-UP

When decorating the Church, the following things should be observed:

- Wedding Coordinator will confirm decorating will be done between 10am -3pm.
- Someone **must** be in the building with them while they are decorating.
- We don't expect the Wedding Coordinator to be at the church the whole time they are decorating, but they do need to be available to answer questions. Please make sure that the **(church name)** employee present knows to direct all questions from the wedding party to the Wedding Coordinator. We want one voice answering questions and not multiple ones.
- Please refer to Part 5 "Wedding Policies Form" page 2, under Wedding Process Guide for decorating guidelines.
  - Food and drink brought on-site must be approved by the Wedding Coordinator at least 3 days prior to the wedding. No food or beverages other than water are allowed in the Worship Center. **No red or purple beverages may be used in the building.**
  - Pets are not allowed in the church building.
  - All outside rentals and decorations must be delivered on the day of the rehearsal or wedding within the allotted time. All rented items/decorations must be set up and taken down by you or your vendors following the wedding's conclusion (within 2 hours).
  - **(church name)** reserves the right to dispose of any item left past the allotted time.
  - Decoration or signage must be free standing. Nails, tape, thumbtacks, screws, push pins (except for use in the Worship Center chairs for decor), metal hooks, damaging adhesive, etc. are prohibited. Nothing is to be hung, taped or draped from the ceiling tiles. Decorations must be approved by the Wedding Coordinator 30 days prior to the wedding.
  - Freedom Christian cannot provide any of the following: tools, ladders, tape, decorations or chair covers.
  - No one will be permitted to alter or move any of the existing items on the stage or the chairs in the Worship Center.
  - All candles must be dripless and enclosed in glass. If you have floating candles, water may only be at or below one inch from the top of the glass.
  - Only artificial/silk flower petals are to be used on the floor down the aisle, **No Runners.**
  - Sparklers and bubbles are allowed outside the buildings only. A waste receptacle must be provided for used sparklers by the wedding party.
  - No throwing of rice, glitter or birdseed is allowed. Items used for tossing such items as confetti, real flower petals, or like materials are not allowed on the premises.

### 30 – DAYS PRIOR TO WEDDING

There should be a face-to-face meeting to accomplish the following:

- Final Payments should be secured
- The wedding music must be submitted for approval to the Wedding Coordinator 30 days prior to the wedding.

## **PART V: REHEARSAL**

### **RESPONSIBILITIES OF REHEARSAL**

- Open the campus and prepare for rehearsal 30 minutes prior to the scheduled start time.
- Help wedding party find and understand their places in the ceremony.
- Work with the Pastor in coordinating the rehearsal.
- Confirm any outside vendor arrangements (flowers, photo shoots, etc.)
- Confirm Wedding License is present and in order (have signed when needed).
- Run the rehearsal.

### **ORDER OF REHEARSAL**

- Open with prayer asking for God's blessing on the rehearsal and wedding.
- Introductions of Pastor to the wedding party.
- Tell everyone the schedule/plan for the rehearsal.
  - Pastor will share some thoughts
- Practice.
  - Go through once verbally. Ask for any questions.
  - Go through once quickly. Ask for any questions.
  - Go through as though it were real.
  - Ask for any questions.
  - Pastor to share some closing thoughts.
- Give general instructions.
  - Time to be there for wedding and where they should go.
  - Everyone should be relaxed and enjoy the day. Be natural.
  - Men hold their RIGHT hand over their left. Stand natural.
  - Do not chew gum.
  - Do not sit with tux/suite on.

\*\*\*Get the marriage license after rehearsal to have it available after the ceremony for signing.

### **WEDDING USHER INSTRUCTIONS**

Ushers should be at the door waiting. As soon as people sign the guest book step forward and offer your right arm to the lady. Ask her "Friend of the Bride or Groom?" The groom's side is on the right and the bride's side is on the left.

The man will follow as you go down the aisle. If there is more than one woman, escort the oldest woman of the party. When you get to the seat turn and release facing the back of the church. Stand there until all of the people are seated. Don't rush, take your time.

The front sections should be reserved for the immediate family, grandparents, and special friends only.

Seat all people except the parents of the bride and groom.

Continue to seat people until all have been seated. If anyone comes late help them to be seated in the back of the church quietly. Stay at the back of the church during the ceremony. Once the ceremony has begun and the Bridal party is coming down the aisle no one else should be allowed to be seated until after the bride has entered (unless you can quietly, unobtrusively sneak them in on the side).

## **PART VI: WEDDING DAY**

- Arrange for all facilities to be open and prepared 1-2 hours (as agreed upon) prior to start of service.
- Meet any outside vendors and support staff
- Greet the wedding party
- Help direct the wedding party to their proper locations
- Help coordinate photo shoot movement
- Take care of any last-minute needs
- Coordinate wedding party to be in the right place at the right time
- At the end of the ceremony help the bridal party and family get to where they need to be (photo shoot, reception, or other)
- Confirm the marriage license is signed appropriately, photocopy the signed license for the Pastor performing the wedding, send (by registered mail) the original signed document. Must be done within 3 days of wedding.
- Following the wedding make sure all decorations/rental equipment/food has been removed, contact custodian and worship pastor or stage crew to set stage back up for service.



## **PART VII: OTHER TEAM MEMBERS**

These are the responsibilities of the other wedding team members, which you will need to contact to schedule for the wedding. Wedding Tech Person will need to know:

### **STAGE**

- The individual removing the equipment from the stage and setting back up will need to know 2 weeks in advance exactly what equipment needs to be removed from the stage or kept available.
- This person can be a Worship Leader and or Pastoral staff member.

### **AUDIO/VISUAL ENGINEER**

- Be on time. Rehearsal audio should be ready to go by the time guests arrive.
- Be on time. Wedding should be ready to go (with music playing) 45 min before ceremony.
- Attend the rehearsal and wedding ceremony.
- Know how to turn all parts of the sound system on.
- Be able to trouble shoot problems related to the sound system.
- Run requested music.
- Run all mics and any other equipment issues that arise.
- Know how to set up the keyboard rig - how to plug everything in, launch the software and troubleshoot any issues.
- Know how to run lines for acoustic guitars or any other instruments needed on stage.
- Know how to find the page for light presets for weddings.
- Know how to adjust colors of lights as needed/requested.
- Know how to turn on the projectors.
- Know how to launch pro presenter.

### **CUSTODIAN RESPONSIBILITIES**

- To prepare rooms and the Worship Center according to the wedding plan.
- To make sure the building is cleaned prior to and following the wedding ceremony.

## **PART VIII: FINANCIAL PROCESSES**

- When check-list and agreement is returned, check the fee portion to make sure fees are correct.
- Make a copy of the security deposit check and attach it to the original form.
- Make another copy of page 2 and give to the Calendar Coordinator and Custodian at specified campus.
- Fill out bottom portion of the contract with security deposit information.
- Put the check in the safe with a note to Contributions Admin about what it's for.
- Make sure the balance is paid 30 days prior to the Wedding. If there is a balance collected with a check (make a copy and attach to contract) or cash (make a note on the contract) and put in the safe with a note to the Contributions Admin about what it is for.
- After the wedding the custodian (at specified campus) will report to the Wedding Coordinator if there were any damages.
- If they report no damage, the Wedding Coordinator gives Financial Admin. original forms and she will issue the refund check to who paid the security deposit and mark the refund check # and who the check was made out to down on form.
- Financial Admin will return original form to Calendar Coordinator AFTER she pays everyone for the day (will mark their names on the form).
- Calendar Coordinator will file under "Weddings"/ "Past Weddings"

## **THINGS TO CONSIDER**

If bride/groom will want something designed for the overhead screen Pastor \_\_\_\_\_ will need to be told 4 weeks in advance and given direction of what the couple would like (their names, happily ever after, etc.)

2-3 months prior to the wedding date you will contact the bride to introduce yourself and go over the dates, times of the rehearsal & wedding, and any additional things they want for the wedding. At this time, you will get additional times of set up / wedding time (if they are not on the contract already) and email those times and any changes to times originally made to the Calendar Coordinator.