

The Fellowship Wedding Coordinator is a multifaceted position that aims to make weddings a great experience for everyone involved. Successful candidates will be people who have a gift of hospitality, administration, and the ability to ensure expectations are followed in a loving way. The way this is accomplished is by serving the wedding party in a manner that communicates our desire for the day to be a memorable one, consistently communicating what can and cannot be done facility wise and ensuring follow-thru, and making everyone feel welcome in His home.

Time Commitment

- Pre-wedding - Two meetings with wedding couple (or bride with parents/wedding coordinator) to go over Wedding Handbook, walk the facility, and plan details of wedding. Approximately 1.5 hours each meeting.
- Up to 2 hours communicating with staff confirming the details of their roles in the wedding.
- Rehearsal day – 5 total hours on site for oversight of wedding decorating, rehearsal, and lock-up.
- Wedding day – 5-10 hours on site for oversight of wedding party preparation, final touches, wedding event itself., and oversight of clean-up. Hours will depend on type of wedding.

Compensation

- \$225 or more per wedding weekend depending on the type. Paid the week following the wedding.
- Weddings are scheduled with no regularity and there is no guarantee to how many or how few will be scheduled in a given year.

Reporting

- Wedding coordinator will work with multiple staff, but reports to Fellowship Administrator. Suggestions of changes to the wedding handbook, problems that arise, or suggestions/feedback from wedding to wedding will be worked through in conjunction with the Fellowship Administrator.

Expectations

- Fully trained in all aspects of the job.
- Familiar with the wedding handbook to the point of understanding why the policies are in place.
- Meet with the couple 2 times to walk through the facilities, go over the FBC Wedding Handbook, and to plan the details of the event
- Communicate with the Lisa (administrative assistant) to make sure the event dates and times are accurately on the church calendar and the fees are paid according to the designated timetable.
- Turn the Facilities form into Lisa (administrative assistant) no later than 2 weeks prior to the event.
- Communicate with the Robert (facility staff) regarding the necessary information for the set-up of the event, as requested on the Facilities Form.
- Contact Robert (facility staff) to let them know when the building is ready for cleaning once the event has finished.
- Communicate with Kevin (worship pastor) regarding the audio/visual needs for the event through the Facilities Form and to have any music or visual material to the Kevin no later than 2 weeks prior to the event.
- Be available for up to 3 hours on the day before the wedding for set up. During this time, assisting the couple as needed. During set up, the wedding coordinator should check over the facilities to ensure that everything is clean and picked up.
- Be present for any of the wedding party to be in building.
- Work with all people involved in the wedding to ensure a smooth and great event for the bride and groom.
- Protect the sense of worship and respect for having the wedding in the Lord's House.
- Part of the Fellowship Family.