



Attachment

Position	<i>Wedding Coordinator</i>	Job Category	<i>Administrative</i>
Salary	<i>\$150.00 per wedding</i>	Position Type	<i>Part-Time</i>
Description Date	<i>November 19, 2011</i>	Reports to	<i>Operations Manager</i>

Position Description

Represent St John Baptist Church in providing wedding services to couples and implement the policies as directed by church administration.

Qualifications

- Administrative Experience
- Organizational Skills
- Ability to interact with a variety of people
- Ability to multitask and problem solve
- Leadership/Management experience
- Experience in Wedding industry a plus; not required.

Responsibilities

Administrative

- Receive requests from couples interested in wedding services at SJBC.
- Serve as primary contact for couples.
- Arrange meetings to communicate policies of SJBC.
- Provide a tour of the facility.
- Accept application for services.
- Contact church office and pastor regarding calendar approval for services and counseling.
- Communicate with couples regarding availability and provide guidance until services have been performed.
- Maintain Files for services.
- Recruit, organize and provide leadership to staff (Security, Sound Technicians, Minister of Music, Parking Attendant and Cleaning Staff) for rehearsal and service.
- Provide direction to couple and staff to ensure they adhere to church policies.
- Ensure approval of Minister of Music for all appropriate music during ceremony.



- Develop, maintain and when requested, provide a listing of vendors approved by SJBC.

Financial

- Collect Fees for services as outlined in the Wedding Policy.
- Present all fees to Trustees within a timely manner.
- Communicate with Trustee Board Chair and Operations.
- Present periodic Financial Reports to Trustee Board Chair & attend meetings as required.
- Return all necessary fees when services have ended and inspection of facility is complete.
- Submit Request for Funds Form to Budget & Finance Committee for SJBC Staff.

Wedding Services

- On-site coordination of service and vendors.
- Monitor adherence to timeframes, decorations and clean-up.
- Remain available to assist couple and wedding coordinator during service.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	