



The Gathering - Administration

Wedding Coordinator

Central/No location/Digital

Position Description

You will be the primary contact for couples once their wedding date has been secured and the liaison between the couple and the church. Ahead of the wedding, you will work with them via email to coordinate details for the wedding rehearsal and ceremony. You will also be onsite during the rehearsal and ceremony to ensure everything runs smoothly.

Position Responsibilities

1. Be the main contact for the couple.
 - a. Provide timely responses to couple's inquiries regarding the ceremony.
 - b. Provide resource guides for ceremony planning (musicians, scripture, planning worksheet)
2. Be the main contact for the Pastor and other staff.
 - a. Provide them with details for the ceremony.
 - b. Ensure all staff are paid by the couple.
3. Be present for the rehearsal (approximately 1 hour) and day of the wedding (4 hour time block).
4. Ensure all Gathering policies and procedures are followed by the couple and their guests.

Position Qualifications

Volunteer must be energetic and welcoming with a strong sense of organization.

Number of People Needed

2-3

Frequency of serving

Varies

Length of Commitment



Indefinite

For more information contact: suzanne.bassler@gatheringnow.org