

CONNECTION POINTE

CHRISTIAN CHURCH

1800 North Green Street • Brownsburg, IN 46112 • cpccweb.org

JOB TITLE: Wedding and Funeral Coordinator

MINISTRY TEAM: Pastoral Care

REPORTS TO: Director, Pastoral Care

SUMMARY DESCRIPTION: Represent Connection Pointe and provide support to families and guests during weddings and funerals. For weddings, assist with the planning, organization and execution of the wedding ceremony at the rehearsal and the day of the wedding. The coordinator will make the initial contact with the bride after the Lead Pastor's assistant puts it on the schedule, and will work with the bride to determine ceremony needs, check progress, lead rehearsal and the Bride, Groom and wedding party the day of the ceremony. For onsite funerals, provide room set up assistance and be available to support the needs of the family and mortuary personnel, and direct guests.

MAJOR RESPONSIBILITIES:

Weddings (both on and offsite) serve as representative of CP to participants and guests

- Upon being assigned a wedding, meet with bride at least twice, and stay in contact routinely leading up to the wedding date to assist in planning the ceremony
- Keep the Lead Pastor assistant up to date on the plans
- Coordinate special needs with Facilities and Production team as warranted
- Lead the Wedding Rehearsal as directed by the officiant
- Guide the Bride, Groom and Wedding party on the day of the wedding
- Support the officiant as needed
- Welcome guests, attend to special needs as requested as representative of CP
- Other duties as assigned

Funerals (on campus) serve as representative of CP to families and guests

- Set up chapel / worship center or direct facilities for proper placement of 4x6 tables, easels for pictures, flowers, etc.
- Set up pictures, personal items, flowers, Kleenex boxes, directional signs, guest book etc.
- Coordinate mortuary arrival; secure the room for their privacy during their set up.
- Be available to the family upon their arrival for prayer and other needs. Notify the pastor of their arrival.
- Be available during visitation as representative of CP to meet and direct guests, support family and pastors as needed.
- After the service, return the room to its original set up, gather personal items, flowers, etc. to return to the family.
- If a funeral meal is onsite, direct family and guests upon their return from the gravesite to the room the meal is in.
- Other duties as assigned.

QUALIFICATIONS:

- Has a personal relationship with Christ and committed to being part of the Connection Pointe Family.
- Proven strong organizational and communication skills. Detail oriented. Must work well with many different ministries and people.
- Must be humble and desire to serve others. Able to assist others with a warm, welcoming attitude and show support

EDUCATION & EXPERIENCE:

- High School Degree or GED
- Past event management, and/or church volunteer experience preferred but not required.