

FIRST UNITED PRESBYTERIAN CHURCH

WEDDING COORDINATOR

MINISTRY DESCRIPTION



Bible Verse: “Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up the other; but woe to one who is alone and falls and does not have another to help. Again, if two lie together, they keep warm; but how can one keep warm alone? And though one might prevail against another, two will withstand one. A threefold cord is not quickly broken.” Ecclesiastes 4:9-12

Objective: *You will help FUPC to glorify God through meaningful worship, faithful service, and nurturing fellowship by coordinating and assisting the wedding party before, during, and after the wedding ceremony.*

Result 1: Assist the pastor with directing the wedding party during the rehearsal

Result 2: The waiting rooms are prepared with tissues, mirror, ice water, and cups.

Result 3: The Sanctuary or Chapel is prepared (temperature, candles, guestbook stand, etc.).

Result 4: The florist and photographer are contacted upon their arrival.

Result 5: The Wedding Coordinator assists the wedding party with any needs prior to the ceremony.

Result 6: The Wedding Coordinator escorts the wedding party to the appropriate spots prior to the start of the ceremony.

Result 7: All rooms that were used are cleaned after the ceremony.

Team Composition (number): One (1)

Time Commitment: Approximately 1 ½ hours for rehearsal and four (4) to five (5) hours for ceremony.

Special Talents and Skills Preferred: This is a very active job so must be very mobile.

Spiritual Gifts: Administration, Hospitality, Leadership, Service/Helper.

Support and Accountability: Chairperson, Session Worship Committee.

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Resources and Training Provided: Prepared checklist and current coordinators will train new volunteers.

Requirement: Must be a member of FUPC and be approved by the Pastor.

Thank you for considering this important ministry.