

**First Christian Church**  
Lancaster and Main  
Wedding Coordinator Responsibilities

**Once an engaged couple coordinates with the church office with regard to a wedding date and an officiating minister, the wedding coordinator assumes responsibilities for all other coordination. In case of small chapel weddings, or other rare exceptional circumstances, the officiating minister may waive the requirement of the use of the wedding coordinator.**

**Duties:**

- Meet with the couple to explain the First Christian Church wedding policies. (NOTE: Deposit is required to hold the wedding date on the church calendar; change from “tentative” to “confirmed” when deposit check is received.)
- Meet with the couple to discuss decorations, ceremony details, and set-up requirements (including third parties such as florists, musicians, vocalists, photographers and videographers).
- Coordinate a meeting between the couple and the officiating minister.
- Make arrangements for a sound technician, musician (organist/pianist), vocalist, custodian, and any other party.
- Communicate set-up requirements to custodial staff.
- Ensure that the final payment is received from the wedding party.
- At the rehearsal, assist the officiating minister in directing the wedding party through the ceremony (arrive 30 minutes before the rehearsal is scheduled to begin).
- **On the day of the wedding (before the service),**
  - Be on hand when the wedding party, florist, etc. arrive (generally 2 hours before the wedding) to coordinate set-up and preparation.
  - Direct wedding party (bridesmaids and groomsmen) to their designated areas.
- **Following the ceremony,**
  - Direct wedding party/family to “holding area” until guests have cleared the sanctuary.
  - Ensure decorations from outside vendors are promptly removed.
  - Inspect the bride’s room and conference room to ensure no personal items have been left behind.
  - Inspect the building to ensure that there is no damage.
  - Before leaving insure that the custodian knows of all clean-up and preparation that needs to be done and is prepared to turn off all lights and secure the building(s).
- **Complete the wedding fee worksheet and forward to the Church Administrative Assistant for the distribution of the fees.**
- **Periodically update master wedding schedule and distribute.**

**Fees: Wedding Coordinator: Members \$150 and Non-Members \$200.**