

St. Patrick Parish Wedding Coordinator

Job Description

Job Title: Wedding Coordinator

Effective Date: March 12, 2026

Job Summary: The Wedding Coordinator at St. Patrick Parish assists the priest, the bride and groom, and the wedding party in the logistics of the rehearsal and wedding.

1. Basic Responsibilities:

- a. Prior to the Rehearsal and Wedding
 - i. Work with the parish secretary to maintain an updated and accurate calendar of wedding and rehearsal dates/times that have been approved and verified.
- b. During the Rehearsal
 - i. Assist the priest in walking through the wedding liturgy.
 - ii. Answer questions from the bridal party of the important rules and instructions regarding the Church and their ceremony to ensure the ceremony runs smoothly and goes as planned.
 - iii. At the end of liturgy walk-through of the liturgy rehearse the seating of the parents and grandparents.
 - iv. Always be prepared to run the rehearsal in the absence of the priest or deacon.
 - v. Unlock the bridal room
- c. During the Wedding Day
 - i. Prior to the Ceremony
 1. Arrive at the church two hours prior to the start of the wedding.
 2. Make sure the bridal room is unlocked.
 3. Unlock the sacristy if there is a guest priest.
 4. Set up the sanctuary for Mass.
 5. Check the overall church environment (lights, flowers, decorations, sound system, etc.)
 6. If necessary, remind the wedding party that the Parish Center is off limits throughout the rehearsal and on the wedding day (unless it is properly reserved and paid for).
 7. Meet with the photographer and videographer to review guidelines for photos and videos during the ceremony.
 8. Enforce the no alcohol policy if necessary.
 9. Help to address questions from the wedding party and the family.
 10. Help coordinate with the florist as necessary.

11. Make sure that all photos in the church are completed at least 30 minutes prior to the start of the ceremony.
 12. Ten minutes prior to the ceremony line up the procession in the narthex.
 13. Remind the ushers to close the narthex doors after the wedding party enters the church.
- ii. During the Ceremony
 1. Assist and cue, if necessary, the lectors and gift bearers.
 2. Make sure that the photographer and videographer follow proper procedure. If necessary, quietly correct them.
 3. Cue the ushers to open the narthex doors as the couple begins to recess down the aisle.
 4. Troubleshoot as necessary.
 - iii. After the Ceremony
 1. Make sure the witnesses and priest sign the marriage license after the ceremony.
 2. Remind the wedding party that all photos in the church after Mass must be completed by 3:30 p.m.
 3. Remind the wedding party that the church, sanctuary, narthex, bride's room, cry room, Father Hitch room, bathrooms and all adjacent areas must be cleaned up and restored back to original order no later than 3:30 p.m. (on a Saturday) in preparation for the Saturday evening Mass.
 4. Return kneelers and chairs to the area behind the tabernacle.
 5. Return the credence table, chalice cruets, etc. to the small sacristy and the safe.
 6. Work with the family contact to assure that all items are removed by family members/friends from the Church, the pews, narthex, dressing rooms and bathrooms, and ensure all trash has been cleaned up and properly discarded by the family. This includes bows, pew decorations, empty flower boxes, worship aids, wedding programs, etc.
 7. The church should be returned to its normal environment no later than 3:30 p.m. and ready for confessions and the evening Mass (Saturdays).

2. Necessary Knowledge, Skills and Abilities:

- a. A desire and an interest in serving in our wedding ministry.
- b. A love for helping people
- c. Basic knowledge of the teaching and practices of the Catholic faith and protocols for Catholic weddings.

- d. Detailed knowledge of St. Patrick's Wedding Planning Guide.
- e. Ability to work as a team player with the presider (priest or deacon), parish staff, parishioners, engaged couples and their family members, visitors and volunteers, and a desire to present a positive image of the parish.
- f. Discretion and ability to keep knowledge gained from working in this ministry in strict confidence and always maintain professionalism.
- g. Ability to manage multiple responsibilities and tasks effectively, be flexible and adaptable to new and changing situations.
- h. Lifting capacity of 40 pounds.
- i. Proficient use of email.

3. Position Status:

- a. Independent Contractor
 - i. All couples are required to hire the wedding coordinator for a flat fee of \$300. A check must be made payable directly to the wedding coordinator and can be mailed or dropped off at the Parish Office. Full payment must be made two weeks prior to the wedding day.
- b. Reports to:
 - i. Priest or deacon in charge of the wedding.