

PARISH: St. Joseph, Vancouver

POSITION TITLE: **Asst Wedding Coordinator**

I. POSITION PURPOSE

The purpose of this position is to assist the Wedding/Marriage Preparation Coordinator and provide direction for the rehearsal and wedding day. Collaborates with the Pastoral Leadership in upholding the dignity of marriage.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. This person must be fluent in Spanish and English. Be very organized and detail oriented and be available on Friday evenings and Saturdays.
- B. Maintains appropriate knowledge and training in wedding ceremony coordination.
- C. Is familiar with and adheres to the policies and procedures of the wedding ceremony.
- D. Coordinates with priest or deacon at the rehearsal and day of the wedding.
- E. Assists couples, wedding parties and presiders of the ceremonies by leading wedding rehearsals.
- F. Is present 1.5 hours before and after the wedding to set up and assist the couple, family members, guests and presiders in providing what is necessary to support the ceremony.
- G. Periodically reviews and assists in updating wedding policy and procedures in concert with Wedding/Preparation Coordinator.
- H. Other duties as assigned.