



Wedding Coordinator

Vision: The Wedding Coordinator oversees the ministry across all campuses, ensuring timely, personal follow up to every stage of the premarital process for couples being married by an officiant of The Bible Chapel.

General Responsibilities:

- Receive initial pre-wedding questionnaires and PCO workflows
- Communicate with couple and Pastor/Director to prepare for initial interview
- Maintain a relationship with Pre-Martial Mentors and understand the learning material
- Serve as communication point person between couple and Bible Chapel staff (including the officiating pastor)
- Communicate via email and phone to complete the wedding ceremony planning
- Provide oversight to wedding timeline content and distribution
- Create the wedding ceremony timeline/forms
- Run wedding rehearsal
- Run wedding ceremony
- Recruit and lead a team of volunteers to assist in the rehearsal/day-of timeline and service flow
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Administration, Faith, Leadership, Discernment, Hospitality

Experience: The ideal candidate would be a believer in Jesus Christ and possess experience in event planning and execution, be detail-oriented, and enjoy working with people.

Time/Allocation: **Part-time** approximately 5 – 10 hours/week

*This Job Description is subject to change at management's discretion.