

Covenant Presbyterian Church
Job Description

Job Title:	Wedding Liaison
Status:	Part-Time, as needed
Classification:	Independent Contractor
Reports To:	Officiating Pastor
Schedule:	Varies
Approved:	March 1, 2023

Purpose

The Wedding Liaison works with couples to assist them in planning their wedding ceremony at Covenant. They are responsible for directing all activities of the wedding event and its preparation, as well as coordinating with staff members on areas of music, audio visual and facility needs.

The Wedding Liaison is responsible for working closely with the couple on the details of the rehearsal and marriage ceremony in our Church, ensuring that the wedding is planned in accordance with the beliefs and worship practices of Covenant Presbyterian Church.

Responsibilities

- Serve as the primary point of contact between Covenant and the bride and groom, once the wedding date and Covenant Pastor have been secured
- Hold an initial meeting with the couple to provide wedding information, review the church policies, and do the preliminary planning
- Be available to the bride and groom for questions that arise as they plan
- Schedule an appointment approximately six weeks prior to the wedding to confirm final details
- Coordinate, and be present for, the rehearsal, including opening and closing the church, setting up the needed equipment, ensuring additional help is scheduled as needed (AV Operator, Pianist, Custodial support), and directing the wedding party
- Coordinate, and be present for, the wedding ceremony, including opening and closing the church, making sure needed equipment is in the Sanctuary and Bridal Party preparation area, coordinating and directing the activities of the photographer, videographer, and florist; coordinating with the Pastor, organist, soloist, and AV Operator; monitoring, assisting and directing the wedding party; removing equipment from areas used following the departure of the wedding party

Qualifications:

- Organized, detail oriented, and able to work independently
- Able to make decisions, adhere to established policies and procedures, and direct others
- Work effectively under pressure and manage stressful situations with grace
- Excellent verbal and written communication skills
- Available to work occasional weekends and maintain flexible hours
- Able to lift up to 30 pounds