

Wedding Coordinator
St. Catherine of Alexandria Catholic Church
Part-time - 15 hours per week
\$18 - \$20 per hour DOE

Position Summary: The Wedding Coordinator works to safeguard the respectful use of the church and to assist the couples planning their weddings. Acting as host/hostess, he/she provides a welcoming presence to the wedding couple, their guests, and the community who gather for the rehearsal and the celebration of the wedding. The coordinator also assists the clergy in their work as the pastoral ministers of the parish.

ESSENTIAL FUNCTIONS: The Wedding Coordinator provides support to the clergy, liturgy coordinator, and the wedding couple.

1. Assist couples, their wedding party, and the presider of the ceremony at the wedding rehearsal:

- By opening the church, set-up for the wedding rehearsal, greeting and welcoming those who arrive.
- Coordinate and lead the wedding rehearsal.
- Oversee the securing of the church and liturgy equipment, ensuring that lights and air condition/heater units are turned off, and locking of the church doors.

2. Assist the gathering with the celebration of the wedding:

- Check the church, set-up for the wedding liturgy.
- Direct and check the work of the florist to be in conformity to the guidelines of the parish.
- Provide instructions to musicians, photographers videographers about the parish guidelines.
- Be present to those who need assistance.
- Assist the presider in providing what is necessary to celebrate the wedding.
- Check after the wedding that all is in order in the church.

3. Meet with couples during the preparation phase:

- Review the parish policies for the use of the church for weddings.
- Assist the couple with liturgy planning of the wedding.
- Assist the couple with finding answers to their questions about the ceremony.

MINIMUM QUALIFICATIONS:

Education: Associate Degree or equivalent

Experience: One to three years of experience organizing large functions or events in a Catholic parish; experience with the procession of a Catholic wedding.

Skills / Knowledge: Must be have good organizational skills; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment and can handle multiple assignments.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:
St. Catherine of Alexandria Catholic Church Attn: Ronna Bugarin
7005 Brockton Avenue Riverside, CA 92506 Email: stcofa@stcofa.org