

## **LUMC Wedding Coordinator Duties**

When a wedding date is requested either for member or non-member:

1. Check with clergy, church office, organist and any other necessary staff to ensure that the date is clear for the church and the appropriate staff.
2. Refer couple to Tidewater Pastoral Counseling to complete a marriage seminar.
3. Schedule an initial meeting to start gathering details for the ceremony.
4. Have couple schedule a meeting with clergy to plan ceremony
5. If needed, additional meetings for further planning although usually not necessary.
6. Have couple make any necessary financial deposits and payments as needed before the ceremony.
7. If working with an additional wedding planner, make sure all contacts and information is in order and that all parties are in agreement on who has what role. This is important to eliminate confusion on the day of the ceremony.

### **The Rehearsal and Wedding Ceremony**

#### **Rehearsal:**

Arrive at least ½ hour before rehearsal to open church, turn on A/C, heat as needed. Make sure lights and microphones are on as needed.

Collect any payments from responsible parties for building use or staff payments.

Assist clergy with running rehearsal. Make sure all of the wedding party are clear on what is expected of them on the day of the ceremony. The following are common topics to discuss:

1. What time is everyone arriving?
2. What additional members such as guest book attendants, etc. are needed to be involved?
3. What entrances will everyone need to use?
4. Will there be photographs before the ceremony?
5. Go over parking logistics and inform the wedding party to arrive ON TIME.
6. If working with a wedding planner, make sure that arrival times are coordinated for florists and any other deliveries and who is handling what duties.

After rehearsal, clean up any trash, vacuum as needed, turn off lights, secure church.

**Day of the Wedding:**

Arrive one hour before ceremony OR as needed by wedding party. It is common for the wedding party to get ready at the church so timing may be different. It is recommended to block out several hours on the day of the wedding to devote to the preparations.

Open church, turn on A/C or heat as needed, lights, microphones, make sure wedding party is accounted for and performing their expected duties, i.e. seating people, lighting candles, guestbook etc.

Make sure all flowers, corsages, boutonnieres are appropriately distributed.

See that the guests are arriving and being taken care of appropriately.

The primary focus of the wedding coordinator is getting the bride and the bridal party to the narthex on time and in the order that is necessary for the processional.

During the ceremony, remain seated at the back of the church so that as the recessional is completed you can escort the wedding party to predetermined area.

Make sure all of the wedding party is escorted out and ready to go back in for pictures.

Assist in photography as needed with getting people in the right places and things moving smoothly and efficiently.

**After the Wedding:**

Secure church, vacuum, remove all trash as needed. Turn off lights and adjust heat or A/C as needed.