

**Part Time Wedding Coordinator
Job Description**

Diocese of Orange, Saint Columban Church 10801 Stanford Ave. Garden Grove 92840

POSITION TITLE:	Wedding Coordinator
JOB CLASSIFICATION:	Non-Exempt Part time (12-15 hours a month)
DEPARTMENT:	Liturgy Ministry
REPORTS TO:	Pastor
SUPERVISORY RESPONSIBILITY:	None
PAY RANGE:	\$110.00 - \$140.00 per event (based on experience, education, and qualifications)
INTERNAL/EXTERNAL CONTACTS:	Pastor, Parish staff, volunteers and engaged couples.

SUMMARY:

The wedding coordinator works under the direction of the pastor and parish priest. He or she carries out the Mission of the Church and directs married couples and the wedding party through the sacrament of marriage. The wedding coordinator must be an active practicing Catholic in good standing, living a sacramental life in accordance with the teaching of the Catholic Church.

ESSENTIAL FUNCTIONS: Because all St. Columban Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

KEY RESPONSIBILITIES: The position of the Wedding Coordinator consists of some or all of the following duties:

- Communicate with couples after they have met with the priest and set a wedding date.
- Assists the couple with selecting the reading for the wedding Mass.
- Meet with the couple the week of wedding for rehearsal.
- Oversee altar servers during the ceremony.
- Set up the altar, kneelers, communion, and candles before the ceremony on the day of the wedding ceremony.
- Ensure the marriage license is completed correctly and returned to the parish office immediately after the wedding ceremony.
- Performs other duties as assigned.

QUALIFICATIONS & EXPERIENCE REQUIRED:

- Bilingual in Spanish and English.
- Must complete online safe environment training.
- Excellent time management skills.
- Attention to detail.
- Excellent verbal communication skills in English and Spanish.
- Strong organizational skills with the ability to multi-task.

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- Practicing Roman Catholic.
- Bilingual, English/Spanish speaking.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Church environment, primarily indoors
Equipment Used:	Microphones may use basic office equipment such as telephone, copier, facsimile, calculator, paper shredder, computer, keyboard, and mouse.
Essential Physical Tasks:	Ability to communicate verbally and in writing, good hearing to follow liturgy; additional physical activities may include regular sitting, standing and use of alter stairs; remaining stationary for periods of time; light setup requires good manual dexterity and ability to reach, bend, sometimes push or pull equipment. and occasionally carry materials as needed weighing up to 20 lbs.

Qualified applicants please submit your resume to: bphillips@saintcolumbanchurch.org