

Wedding & Reception Coordinator



WEDDING AND RECEPTION COORDINATOR ROLE DESCRIPTION

The Wedding and Reception Coordinator serves and supports couples in the planning and logistics of their wedding and/or reception, ensuring they experience Christ's love, receive fantastic service, and have a meaningful and memorable event.

RESPONSIBILITIES

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership
- Accept and uphold CHCC's Essentials of Our Faith

Communicate and Plan Event with the Wedding Couple

- Send welcome/introduction email to couple within 72 hours of assignment
- Communicate guidelines to the couple for weddings and receptions
- Meet with wedding couple to plan their wedding/reception and view the space
- Complete wedding/reception plan with couple and answer any questions
- Exhibit a joyful, servant-oriented posture in all interactions

Coordinate Event Logistics with other Departments and Vendors

- Coordinate logistics with all vendors involved in the wedding/reception (i.e. Photographer, Florist, Musicians, Caterer, etc.)
- Partner with the Media Department to request sound and lighting specifics
- Partner with the Facilities Services Team to request set-up specifics

Provide Support and Direction at the Rehearsal and during Wedding/Reception

- Attend and direct the wedding rehearsal
- Instruct wedding party and family members on processional, ceremony details and recessional
- Coordinate a well-executed ceremony and reception
- Ensure wedding license is signed and placed in box to be mailed

Complete Other Duties Assigned by Supervisor

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Model a Growing and Vibrant Relationship with Christ

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Wedding Supervisor

POSITION TYPE: On-Call, Varies (As Scheduled)