ST. ANDREW

Wedding Coordinator

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Associate Pastor, Director of Congregational Care, the Wedding Coordinator leads and supports all wedding events at St. Andrew, serving as the primary point of contact. This role plays a vital part in advancing the mission and vision of St. Andrew Methodist Church through compassionate care and ministry support.

Essential Functions

- Oversee all wedding activities by serving as the primary point of contact for couples.
- Manage event scheduling, facilitates tours and consultations.
- Schedule any pre-event meetings with officiating pastor.
- Plan and execute event logistics—including clergy assignments, service teams, stewards, volunteers, contractors, reservations and facility preparation
- Provide on-site coordination during rehearsals and weddings.
- Ensure all required documentation has been submitted to and completed by the Creative Team prior to the event.
- Obtain scripture, music, etc. for the service and coordinate with musicians, sound techs, etc.
- Receive rental fees or honorariums and submit to the appropriate parties.
- Maintain accurate event records and calendar entries in the church database, enforce church policies during events, and support post-event updates.
- Lead the planning and execution of the biannual Premarital Workshop, including communication with participants and speakers, room reservations, supply ordering, promotional coordination with the Creative Team.

Competencies

- Respect families' privacy and handle sensitive information with care
- Exceptional interpersonal and caregiving skills.
- Skills in active listening
- Compassionate, reliable, and able to navigate sensitive situations.
- Have a heart for St. Andrew and support the vision and mission of the church
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite

Supervisory Responsibility

This position will supervise volunteers during events.

Physical Demands

While this is mostly a sedentary position, events will require more walking and lifting than the typical office requirements and the ability to lift 25 pounds.

Position Type and Expected Hours of Work

This is a non-exempt part-time position at 25 hours per week. Office hours will be set but are flexible around morning/evening events or other church activities. Weekly expectations include consistent presence in staff meetings.

Travel

No travel is expected for this role.

Required Education and Experience

- Bachelor's degree with 1yr ministry experience OR an Associate degree with 2+yrs ministry experience.
- Ministry experience in chaplaincy, pastoral care, or similar roles.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume, statement of faith to

resume@standrewmethodist.org