



Job Description

Title	Wedding Coordinator	Status	Part Time
Department	Weddings	Reports to	Pastor Mike Toomey

POSITION PURPOSE

Assist wedding couples in coordinating wedding plans and details in order to fulfill Hope Lutheran's mission... *"to encourage all people to know the love of Christ."*

POSITION RESPONSIBILITIES

- Will coordinate 2-3 weddings per month during the summer and fall and 0-2 weddings per month during the winter and spring
 - Must be available Thursday evenings, Friday afternoons & evenings and Saturday afternoons & evenings
 - Must be available year round
- Will meet with wedding couple twice prior to their wedding date
 - Once 4-6 months prior, once 2-3 weeks prior
 - Will maintain contact with couples via phone or email during the 4-6 months prior to their wedding date
- Will be present for rehearsal and wedding ceremony
 - Coordinator will conduct the wedding rehearsal the day before wedding ceremony (approximately 60-90 minutes)
 - Coordinator must arrive at the church two hours prior to the start of the ceremony and stay until ceremony concludes and wedding party/guests have left the building (approximately 3 hours)

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Good organizational and communication skills
- ❖ Outgoing and hospitable
- ❖ Good at troubleshooting and problem solving
- ❖ Willing to shoulder great responsibility; leading pastor, bridal party, event technician, custodian, musicians and guests through rehearsal, wedding ceremony and reception

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated: August 2024