

## **St. Mary's Church – Altoona, WI & St. Raymond of Peñafort Church – Rural Fall Creek, WI**

**Job Title:** Wedding Coordinator

**Department:** Parish Weddings & Marriage Preparation

**Hours:** Part time, usually involving Saturday weddings /Friday Rehearsals, plus holding meetings with couples in advance of the wedding

**Report To:** Pastor (or Parochial Administrator) or his representative

### **Position Overview:**

To coordinate and oversee wedding planning, rehearsals, and ceremonies; and to facilitate the marriage formation programming offered by the pastor and volunteer mentoring couples

### **Duties:**

- Maintain a constant focus on effective accompaniment of the couples in their journey of personal conversion and preparation for the marriage covenant
- Communicate and collaborate well and in a timely manner with the key players in mentoring engaged couples (i.e., the pastor, parochial vicar, and/or mentoring couples).
- Communicate clearly, cordially, and in a timely manner with the key players in the wedding event itself: pastor and/or parochial vicar, guest officiants, parish administrative assistants, sacristans, musicians, parish volunteers, couples, and wedding participants
- Maintain a detailed and updated checklist and timeline and utilize it to ensure a meaningful marriage preparation process and smooth wedding ceremony
- Facilitate the parish's efforts to offer ongoing resources and mentoring to couples after their weddings
- Act professionally and dress appropriately for Catholic wedding ceremonies
- Promptly direct initial marriage inquiries to the pastor for the scheduling of the first appointment and ensure a prompt follow up meeting between the engaged couple and their mentoring couple
- Answer questions and inquiries by the engaged couples, musicians, photographers, etc. in a patient, clear, and timely fashion, keeping the pastor informed of any concerns.
- Communicate with couples in planning the details of the wedding (e.g., use of spaces in the church, decorations and cleanup, number of attendants, music, readings, etc.)
- Ensure that marriage files and a digitalized master list of couples is kept up-to-date
- Ensure that all needed permissions, dispensations, and paperwork have been obtained from the diocese, from other parishes, from the pastor, etc.
- Collect fees prior to rehearsal
- Prepare the church for rehearsals and weddings (coordinating volunteers as necessary) by ensuring that the doors are unlocked, the lights and thermostats are set properly, the altar and sanctuary are set up, etc.
- If not bilingual, coordinate volunteer interpreters as necessary to help ensure smooth weddings for Spanish-speaking parishioners
- May be asked to contact baptismal parishes and obtain baptismal certificates
- May be asked to facilitate the FOCCUS marriage inventory for couples
- Inform pastor promptly of any potential obstacles to the marriage
- May be asked to seek a guest officiant or musicians for a given wedding
- May be asked to lead rehearsals

- May be asked to mail in the civil marriage license
- May be asked to record the sacrament in the parishes' sacramental registers
- May be asked to send notifications of marriage to the newlyweds' baptismal parishes
- Live in conformity with gospel values and the teachings of the Catholic Church.
- Employee may perform other duties as assigned to meet the ongoing needs of the organization

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent teamwork with ordained ministers and trained volunteers who will be doing the most essential work of mentoring
- Excellent communication skills with family, the public, pastor, volunteers, and staff
- Knowledge and understanding of the Catholic Church's teachings on the Sacrament of marriage, premarital relations, cohabitation, openness to life, etc.
- Knowledge (or being able to and soon learning knowledge) of the basics of Canon Law in preparing couples for marriage, when paperwork and permissions are needed, etc.
- Technological skill, including internet, word processing, spreadsheets, and photocopying
- High level of integrity, diplomacy, and initiative
- Bilingual ability preferred (*i.e.*, able to speak both English and Spanish)
- Familiarity with Latino marriage customs
- Flexibility in scheduling and tasks and the job evolves
- Ability to organize, prioritize, manage multiple priorities, and work independently
- Ability to carry liturgical books, chairs, and kneelers during wedding setup
- Familiarity and conformity with the guidelines and policies of the Diocese of La Crosse

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(Pastor's Signature)

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(Date)

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(Employee Signature)

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