College Church

Proclaiming the Gospel

Job Description

Job Title: Event Coordinator Part-time (includes weddings, receptions & outside events)

Reporting: Reports to and is under the direct supervision of the Events Manager

Primary Objective: To graciously guide and coordinate events for the users of our facilities for weddings, receptions, and outside events in a manner that reflects our church's ministry vision of Proclaiming the Gospel, our faith in Jesus Christ and our moral teachings.

Principal Duties: APPLICABLE TO ALL EVENTS:

1. Coordinates events as assigned on an as needed basis, primarily on Saturdays and evenings.

2. Informs facility users of College Church policies, and ensures they are carried out.
3. When requested, completes sound and facility set-up sheets for all rooms being utilized, and gives to Events Manager as soon as practical, but at least two weeks before the scheduled event.

4. On day of event, communicates details or adjusts as necessary within scope of our policies.

5. Coordinates events, staying until users/guests have departed.

6. Verifies that event clean-up is complete, and rooms are ready for custodial set up, leaving the church premises the way they were before the event took place. Checks all rooms used for items left behind, removes anything brought by users, and puts all trash in wastebaskets.

ITEMS SPECIFIC TO WEDDINGS/RECEPTIONS:
7. When assigned to a wedding or reception, meets with bride two months prior and again two weeks before wedding to discuss and advise on all aspects of the wedding/reception notebook and provide support for the wedding or reception on the wedding day.

8. Partners with the officiating pastor during the wedding rehearsal.

9. As wedding or reception coordinator, on wedding day assists wedding party and family. Troubleshoot and oversee the schedule as planned by family. Generally, arrives before the bride if wedding coordinator and 1 to 2 hours before the wedding start time if reception coordinator. Stays until bride, groom, and all guests have departed.