

WEDDING COORDINATOR

The Church of St. Mary, Alexandria, MN, is hiring a Wedding Coordinator.

This is a part-time position with expected hours of only 2-8 hours/week, with work hours/days subject to the demands of the position and may include weekends and evenings.

The primary responsibility of the Wedding Coordinator is to assist engaged couples in the planning of their wedding liturgy within the Come to the Water Area Catholic Community.

Job Duties:

1. Communicate regularly with engaged couples.
2. Prepare necessary documents and informational materials for engaged couples, and their sponsor couple, as they enter the process.
3. Ensure engaged couples are progressing through various steps of the engagement process.
4. Ensure all necessary wedding documents are completed in a timely manner and managed in the wedding database.
5. Transmit relevant wedding documents to the Diocese of Saint Cloud.
6. Communicate with DLM and parish administrative assistant(s) to provide necessary personnel for wedding ceremonies.
7. Communicate with the Pastor & DLM regarding various aspects of upcoming weddings.
8. Assist the Pastor in running rehearsals and leads as needed.
9. Assists the wedding party on the wedding day.
10. Identify and coordinate training of new sponsor couples, as needed.
11. Assign sponsor couples to engaged couples.
12. Maintain quality and productivity at highest levels.
13. Able to work within a team.
14. Follow safety and good housekeeping practices.
15. Perform other related duties as assigned.

Education and Experience:

- Basic level of proficiency in the use of Microsoft Office.
- Familiarity with the Order of Holy Matrimony and the Rite of Marriage, and the basics of marriage law or be willing to become familiar with.

Essential Job Functions:

- Live and actively practice the Roman Catholic faith within the Come to the Water Area Catholic Community.

- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Works well independently.
- Ability to maintain confidentiality and professional demeanor in all situations.
- Be available to engaged couples 4 months prior to the wedding, at the time of the rehearsal, and on the day of the wedding.

Please email your letter of introduction and resume to Todd Wentworth, Business Administrator, at twentworth@stmaryalexandria.org

General inquires may be sent prior to application.

Position will remain open until filled.