

ST. JOSEPH'S CATHOLIC CHURCH  
Wedding/ Quinceañeras Coordinator (Bilingual)  
Position Description  
**2021-2022**

*Non-exempt, part time (up to 6 hours/week or as scheduled for weddings/quinceañeras)*

**INCUMBENT:**

**SUPERVISOR:** Doug Beaumont, Director of Faith Formation

## **I. POSITION PURPOSE**

The overall Goal for this position is to assist parishioners in the planning, coordination and execution of their wedding Masses, to express and share the gift of faith that is within them. He/she will effectively plan, coordinate, execute, and evaluate all liturgical celebrations around these events.

## **II. MAJOR DUTIES AND RESPONSIBILITIES (100%)**

### *Wedding Coordination*

1. Serve as the couple's main point of contact with the parish for their wedding planning.
2. Provides an overview of the wedding liturgy and its basis within the church, assisting the couple with selecting readings, prayers, and ministers, and ensuring the couple is able to meet with the parish Director of Liturgy and Music for musical planning.
3. Serve as the coordinator of the wedding rehearsal for the couple.
4. Serve as the coordinator and sacristan of the wedding itself.
5. Ensures that the wedding license is signed so it can be processed by the parish office.
6. Collaborate with the Pastor, Deacon, Music Director, and pastoral ministers of the parish as necessary.

## **III. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Physical demands of this job include being regularly required to stand, walk, sit, use hands or finger, handle, or feel objects, tools, or controls, reach with hands and arms, balance, stoop, kneel, crouch or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment includes some minor to moderately high exposure to noise due to office equipment and sound equipment.

#### **IV. EXPECTED QUALITIES AND QUALIFICATIONS**

1. Baptized and practicing member of a Catholic parish faith community.
2. Commitment to the mission of the parish. Ability to appropriately represent the parish to those who call, write or visit, while ensuring confidentiality at all times.
3. The Coordinator of Weddings possesses qualities common to all pastoral ministers. In particular, he/she is a person of prayer, is sensitive to the cultural experience of parishioners, understands their spirituality and worship life, is collaborative in planning and execution of events, and is someone who shares faith, serves the community, and expresses the love of God and neighbor through worship.
4. Knowledgeable and comfortable with church documents on liturgy and the sacraments.
5. Proficient in liturgical principles or has the ability to learn them.
6. Has a thorough understanding of the liturgical and pastoral judgments which must be made in planning liturgy.
7. Preparation for this ministry demands training and ongoing formation in liturgy. Minimally, the candidate must possess a solid knowledge and understanding of liturgical theology and demonstrate an ability to apply good liturgical principles to the decisions that accompany the rites of the church. The candidate must additionally make a commitment to continuously improve their knowledge of these areas and their understanding of the church documents and theology that govern weddings and Quinceañeras.
8. Excellent oral and written communication skills in English and Spanish.
9. Demonstrated ability to recognize and honor diversity within the parish community.
10. Must receive clearance from Veritas and Live Scan; any job offers are subject to this.
11. Able to work flexible hours, including some evenings (normally late afternoon/evening on Thursday or Friday for rehearsal) and weekends.