

Liturgical Ministry Descriptions

Saint Margaret Mary Parish

Release 1.0 - 05/16/18

Ministry Title:	Wedding Coordinator
Purpose:	Provide assistance, guidance and a calming presence to the Bride and Groom, Bridal party, and family and friends before, during and after the Sacrament of Marriage.
Responsibilities:	<ul style="list-style-type: none">• Assist the celebrant and/or lead the rehearsal for the sacrament• Arrive 1 – 1½ hours before the wedding to set up the church – sacristan, furniture, chairs, kneelers, etc., provide directions to florists, assist the bridal party, review procedures of the sacrament and positioning of those participating• Confirm that the sacramentals needed for the ceremony are present, including the marriage certificate• Direct the procession as the ceremony begins• Provide instructions to any photographers/videographers
Qualifications:	<ul style="list-style-type: none">• Must be a fully initiated Catholic, having received the Sacraments of Baptism, Confirmation, and Eucharist• Have an understanding of the Order of Celebrating Christian Matrimony• Knowledge of the church facilities in order to provide directions when needed• Have a friendly, welcoming demeanor and a willingness to serve
Time Required:	1 – 2 hours the day of the rehearsal 2 – 3 hours before, during, and after the ceremony
Training:	Provided by the Director of Liturgy
Responsible To:	Director of Liturgy