

POSITION TITLE: Assistant Wedding Coordinator

PARISH FAMILY 45: Our Lady of Lourdes, Proto-Cathedral of St. James the Greater & St. Joseph

STATUS: Part-Time, hourly as needed

GRADE: Z2-1

HOURLY RATE: 25.00 per hour

REPORTS TO: Marriage Coordinator

DATE: February 2026

POSITION PURPOSE

The Assistant Wedding Coordinator supports the Marriage Coordinator for Parish Family 45 in implementing comprehensive wedding coordination that reflect the Catholic identity of the three-parish family. This role supervises the coordination of wedding planning and onsite day of wedding. Collaborates with the Pastoral Leadership in upholding the dignity of marriage.

This is a part-time, as needed hourly position, with majority of work being accomplished in the evening and weekends.

ESSENTIAL POSITION DUTIES

Wedding Planning

- Meet with couples to help plan their ceremony.
- Provide expert support to a couple before and on their wedding day to make the ceremony run as smoothly as possible.
- Conduct wedding rehearsal (2 hours on Friday evening).
- Ensure wedding ceremony runs smoothly, working closely with wedding musician, presider, altar servers, photographer and wedding party (4 hours on Saturday afternoon).
- Assist wedding party and presider to assure proper completion of marriage documents.
- Be the positive main point of contact for the church, for the wedding party and the guests during the rehearsal and wedding.
- Maintain appropriate knowledge and training in wedding planning and coordination.
- Lock and secure the church after completion of the wedding.

TIME ALLOCATION (Approximate Distribution)

Responsibility Area	Hours
Meet with Couple for Planning	2-3 hrs
Wedding Rehearsal	2 hrs
Wedding Day Coordination	4 hrs

QUALIFICATIONS

Required Skills & Qualifications

- Practicing Roman Catholic in good standing with deep understanding of the Church’s mission and teachings
- Current knowledge of Archdiocesan policies and procedures
- Strong interpersonal skills and ability to collaborate across teams
- Project management and organizational skills; ability to meet deadlines
- Ability to manage sensitive and confidential information with integrity
- Must complete Archdiocesan Safe Environment training and pass background check
- Bilingual/Biliterate a plus