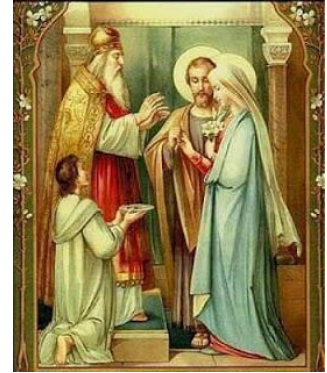


GUIDELINES FOR WEDDING COORDINATORS

IMMACULATE CONCEPTION CHURCH

JEFFERSON CITY, MO

Immaculate Conception Church requires an appointed Parish Wedding Coordinator for all weddings to assist couples in the preparation of the Church during and after both the rehearsal and the wedding ceremony. The Wedding Coordinators provides guidance on proper Church etiquette in the areas of ceremony, photography and floral/decorations. The Wedding Coordinator's mission is to act as liaison between the wedding couple and the Priest or Deacon, and to maintain the integrity of the Church space. At the time you schedule your wedding, the parish office will notify the Wedding Coordinators. As soon as one is assigned they will contact with you.



The cost of utilizing the Parish Wedding Coordinator is \$150.

WEDDING COORDINATOR RESPONSIBILITIES:

The wedding coordinator will:

- Have at least *one face-to-face meeting* with the couple to review the "Guide for Weddings at Immaculate Conception Parish", to insure that these guidelines are followed appropriately, and to answer any questions.
- Be available by telephone prior to the wedding to answer appropriate questions regarding use of the Church space, or planning the ceremony.
- Make sure that the couple submits their music and names of musicians to the Music Director three months prior to the wedding date.
- Insure that any visiting musicians meet with the Music Director at least one month prior to the wedding date.
- Be present during the rehearsal to answer any questions and to help facilitate, and to unlock/lock Church if necessary.
- Be present prior to and during the wedding to assist the presider as needed, to help coordinate the procession, and to make sure the event runs smoothly and that all guidelines (including photography and florist) are followed.

(continued on reverse side)

- Keep a watchful eye that the church sanctuary is treated with respect at all times, especially the altar and tabernacle areas
- Observe that decorating, photography and other guidelines are kept, especially that the bridal party exits Church on time, according to the guidelines.
- Place the kneelers in front of the Altar.
- Set the Credence Table, if requested by the priest, and set the bread and wine on the gift table at the entrance to church for use in the Offertory procession.
- Make sure the key to the tabernacle is set out if there is a Nuptial Mass.

After the wedding ceremony, the coordinator will:

- Make sure the choir loft chairs are put back in proper place and the loft closet and keyboards are locked.
- Return the kneelers from the front of the Altar to their proper locations.
- Check the pews for any trash/litter.
- If requested by the priest, help to put away the sacred vessels after Holy Communion.
- Make sure that church, the sacristy and the dressing rooms are restored to their original condition by the time indicated, and trash removed.
- Make sure that the bridal party exits church by the time specified.

It is NOT the duty of the Wedding Coordinator to:

- Assist with church decorations.
- To return the seasonal decorations of Church to their proper locations, if they were moved for the wedding. (The florist or hired decorator should do these tasks, in accordance to the Church's guidelines for decorating.)
- Help with the guest book, or assist the photographers/videographers.

Please, always be mindful that we are in a house of God. As per the guidelines, smoking, eating (including gum), drinking (except water) in the Church, Chapel or choir loft are not allowed.