



WEDDING DIRECTOR

EMPLOYMENT STATUS:

Part-time, non-exempt. As needed basis.

How does this position “make disciples who make a difference”?

It is the intent of Dauphin Way to conduct all weddings with the greatest respect to the couple and our church. The wedding director will conduct the rehearsal and will also assist the pastor and the wedding party in the process of the ceremony.

Primary Responsibilities

Prior to the Wedding Ceremony

- Conduct a pre-wedding consultation
- Schedule the wedding rehearsal
- Direct the wedding rehearsal
- Coordinate flower deliveries

Day of the Wedding Ceremony

- Review the placement of flowers and pew markers
- Assist the pastor and the wedding party before, during, and after the ceremony
- Supervise the custodial staff
- Turn in pay slips to the business office for the custodial staff and the wedding director