

## **Black Rock Church Wedding Coordinator Job Description**

### **Revised June 2025**

#### **Included in your Wedding Package (\$520) / 13 hours of work @ \$40 an hour:**

- Two to three meetings with your wedding coordinator to discuss details of your wedding day at Black Rock Church
- Set up details for the room of the wedding as well as a point of contact for any vendors arriving at the church
- Provide the bride and groom access to the Wedding Policy Handbook - Coordinating with an officiating pastor or licensed staff member.
- Coordinating video/music/tech set up
- Will be present at the rehearsal and assist throughout (2 hours max)
- Separate spaces for male/female bridal party to get dressed or ready - Will be present for the wedding day at Black Rock Church (3 hours max)
- Additional hours beyond the 13 hours will be billed at \$50 an hour including additional hours for rehearsal (over 2 hours) and wedding day (over 3 hours).

#### **Included in your Vow Renewal Package (\$240) / 6 hours of work @ \$40 an hour:**

- All the above in the Wedding package, but two meetings with your wedding coordinator to discuss details of your Vow Renewal Day at Black Rock Church
- Additional hours beyond the 6 hours will be billed at \$40 an hour including additional hours for rehearsal (over 1 hour) and wedding day (over 2 hours).

#### **(Optional) Wedding Reception at Black Rock (\$50/hour):**

- Coordinating vendors from ceremony space to reception space for set up - Coordinating food set up
- Guiding wedding guests from ceremony to reception
- Keeping on track with time and schedule
- Ensuring the reception runs smoothly