



Wedding Coordinator

Permanent Hourly Position

(Flexibility required – hours and schedule vary)

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 9 services across 5 campuses.

We are looking for a **Wedding Coordinator** to join us on this exciting journey God has us on.

If you have a heart for using your skills and abilities to make a difference in people lives, and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Primary Duties and Responsibilities:

The Wedding Coordinator is responsible for providing spiritual guidance to couples about the sanctity and sacredness of marriage, the importance of laying the foundation for building a Christ-centered marriage, and assisting them in going through the pre-marriage process at CSC. The Wedding Coordinator works directly with the pastor who oversees weddings and marriage ministries, providing administrative support for any marriage ministry opportunities. Additionally, the Wedding Coordinator works with the couple and liaises with the pastor and the tech and facilities teams to plan and deliver the wedding ceremony.

- Coordinate the wedding ministry of CSC (all campuses) by assisting couples through CSC's pre-marriage process to help them establish marriages based on God's design.



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- Serve as a liaison between couples and pastors to ensure couples are in compliance and agreement with the stated values and expectations of CSC regarding marriage.
- Intake and process all required documents such as the couple's questionnaire.
- Register couples for the pre-marriage workshop, finance workshop and prepare/enrich inventory process, or help them find (and pay for) their own professional Christian marriage counselor.
- Assist couples in planning their ceremony and reviewing with officiating pastor and tech support.
- Ensure all required facilities, support staff and volunteers for on-campus weddings are booked for the rehearsal and wedding day.
- Collect all fees for wedding and issue disbursements as required.
- Prepare marriage certificates and ensure the legal Registration document is mailed in post wedding.
- Ensure the Wedding Handbook is current.
- Maintain spreadsheets and accuracy of the quarterly Ministry Health Report for weddings.
- Participate in other duties as required that are related to wedding or marriage ministry.

Core Skills/Experience:

- Experience in discovering and developing volunteers.
- Excellent communication skills.
- Exceptional organizational and time/self-management skills.
- Possess a strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.
- Flexible and adaptable.
- Ability and/or experience of working in a collaborative team environment.
- Ability to problem-solve/troubleshoot "on the fly".
- Detail-oriented and ability to complete tasks quickly and effectively.



Qualifications:

- A person who models a passion for God, a love for all people, and a life of personal holiness and prayer with a clear understanding and passion to see people grow to be Fully Devoted Followers of Jesus Christ.
- Understands the nature and ministry of the church and has a deep sense of the importance of the supportive role administrative staff provides.
- Excellent communication, organizational, problem-solving and conflict resolution skills.
- Spiritual gifts essential to the position must be evident including the gifts of Administration, Helps, Encouragement and Wisdom.
- Proven ability to multi task and works effectively with staff, lay leaders and volunteers.
- Proven working knowledge of such programs as Microsoft Word, Excel, Outlook, Power Point, and the Internet. Ability to work with databases at high-user level. (An MS Office aptitude assessment will be done prior to any job offer.)
- Event planning experience is an asset.
- Proven ability to deal with diversity and change on an ongoing basis.
- Dedicated to excellence.
- Understand, support and live out CSC's membership covenant and statement of faith.
- Be a model to others of what it means to be a fully devoted follower of Christ.
- Willingness to commit to and uphold CSC's Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.

If you can check all the boxes above, we want to hear from you! Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.