

III. Wedding Coordinator

The wedding coordinator supports and assists the clergy and the couple in preparing for the wedding day. She facilitates the church preparations for the wedding so that during the liturgy, everything runs smoothly and beautifully.

The wedding coordinator acts as liaison between you and the church. FOR ANY CONCERNS RELATED TO THE POINTS BELOW, KINDLY CONTACT HER, NOT THE PARISH OFFICE.

THE WEDDING COORDINATOR:

1. contacts the bride about six weeks prior to the wedding day to discuss the details of the church ceremony. The names and phone numbers of the florist, photographer and videographer are given to the coordinator so that she can arrange delivery time with the florist and clearly outline St. Benedict's policy for photography and videography.
2. conducts the wedding rehearsal. The clergy of St. Benedict are not present for the rehearsal. If you are having a visiting priest or deacon, he is welcome to participate in the rehearsal.
3. is present at your wedding. She receives the florist at the arranged time and sets up for the Mass or Ceremony. When the photographer and videographer arrive, they again review St. Benedict's policies to ensure a punctual, smooth and prayerful flow of events at the church.
4. welcomes and assists the wedding party at church and makes sure the entrance procession flows properly.
5. explains to the couple, the requirements for obtaining a tax receipt regarding the donation paid to St. Benedict Church.

A FEE OF **\$80.00** CHARGED TO THE COUPLE
COVERS THE SERVICES OF THE WEDDING COORDINATOR.