

1 11/09/88

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3 **JOB DESCRIPTION FOR THE WEDDING HOSTESS**
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- 5 1. Assist the minister/s during the rehearsal and wedding.
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7 1. Assist the bridal party during the rehearsal, wedding and reception.
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9 3. Meet with the minister/s and bride previous to the rehearsal and make whatever
10 arrangements necessary to prepare for the wedding and/or reception. Coordinates plans
11 for reception with the Reception Coordinator.
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13 4. Have a clear understanding with all persons concerned with the rehearsal and wedding as
14 to responsibilities and who is to fulfill them.
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16 5. Arrange for the chapel and/or sanctuary wedding setting;
17 --when flowers are to arrive and placement of them
18 --when furniture is to be moved or relocated and what furnishings may be brought in and
19 used
20 --that the Lord's Table is properly set with only those items approved and have religious
21 symbolism
22 --supervise church lighting
23
24 6. Arrange for the groom and bridal dressing rooms and any preparations needed.
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26 7. Contact the custodian and reach an understanding as to what preparations are needed for
27 him to fulfill, when the church will be opened to serve the rehearsal and wedding
28 participants and guests.
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30 8. Be responsible for the wedding party to be in their places on time and indicate when each
31 person in the wedding party is to fulfill his/her responsibilities.
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33 9. Distribute flowers to wedding party if this service is not provided by the florist.
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35 10. Reach an understanding with the photographer as to when pictures are to be taken before
36 and during the wedding.
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38 11. Become familiar with the "Policies and Procedures on Weddings" as given to each couple
39 seeking a wedding in the church and as filed in the CHURCH MANUAL.
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41 12. Organize receiving line and acts as general hostess at the reception.
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