



Elmbrook Church Position Description

Wedding Specialist

Position Summary:

This position serves couples marrying at Elmbrook as a liaison to Elmbrook facility and staff, coordinating the components and timing of the wedding ceremony. This position will align with Elmbrook's Vision Frame – Rooted in Jesus and Released to His Mission and Core Values.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ.
- Active participant or member of Elmbrook church.
- Endorse and support Elmbrook statement of faith, vision and core values.
- Participation in a Life Group or willingness to join one.
- A desire to grow, seeking relationships, resources and training to assist in the continuation of personal and professional growth.
- Model servant leadership by attitude and practice.
- Desire to build positive and healthy relationships with other staff.
- Strong communication skills, verbal and written - ability to communicate effectively.
- Displays skills in hospitality, efficiency, flexibility, problem solving, and self-motivation.

General Responsibilities:

- Represent Elmbrook Church and serve as liaison between couple and Central Services, Officiating Pastor, and Technical Support Services
- Liaison with the Officiating Pastor and couple as needed, managing logistics of rehearsal and ceremony
- Remain available throughout the planning process for wedding related questions.
- Conduct "walk-thru" with couple, familiarizing with facilities, layout and equipment
- Knowledge of wedding etiquette
- Maintain necessary wedding supplies
- Establish necessary boundaries with couple, as you are not a Wedding Planner or Decorator
- Work closely with Ministry Department Assistant and Scheduling Coordinator

Position Information:

Part-Time, Non-Exempt Position with maximum allocation of 6 Hours per Wedding
Salary dependent on experience, skills and education.

Reports to:

Director of Care – Ministry Department, Brookfield Campus