



Part-Time Wedding Coordinator: Facilitate reverent, organized, and joyful celebrations of Christian marriage. Assist couples with weddings and rehearsals held in the PCPC sanctuary or chapel and, when requested, coordinate receptions in the PCPC Fellowship Hall. This role ensures all wedding-related events align with the church's theological commitments, policies, and logistical requirements. Serve as the PCPC point person at wedding rehearsals and on the wedding day. Serve as a liaison and the communication hub between the couple, the internal church staff (i.e., the Facilities and Audio-Visual Teams) to confirm all needed space/rooms and equipment (setup, cleaning, microphones, videos, sound, etc.). Serve as the main point of contact for couples from the initial inquiry through the wedding day. Oversee rehearsals, wedding ceremonies, and receptions. Be present on the wedding day to support the couple, guide the wedding party, and manage the schedule. Maintain accurate records of scheduled weddings, contracts, and payments. Coordinate and attend planning and training meetings as required. Work with Music Director to ensure the approval of music selections and to finalize wedding programs. Coordinate wedding plans with officiating pastors. Must pro-actively confirm timelines, assess needs on an ongoing basis, and communicate clearly and effectively with all parties. Manage logistics, coordinate details, and troubleshoot any issues that arise. Schedule and facilitate the use of the sanctuary, chapel, and/or Fellowship Hall. Must possess a commitment to the values and theological convictions of the PCA. Strong problem-solving skills are essential. Strong interpersonal skills are crucial. College degree is preferred. Five years of experience in wedding and/or event coordination is strongly preferred. Must possess a knowledge of and solid understanding of the wedding industry. Proficiency in Microsoft Office (including Teams) is needed. Ministry Platform and eSpace are used databases at PCPC; must be willing to learn both. Must be available for rehearsals and weddings in the evenings or weekends. Please email cover letter and resume to careers@pcpc.org. The job description is available on our PCPC website at <https://careers.pcpc.org>. If you have any questions, please email careers@pcpc.org. This is a regular part-time (25 hours a week) non-exempt position and is eligible for overtime and paid time off (PTO).