

Wedding Site Coordinator

All weddings will utilize the services of a Webster Gardens Wedding Site Coordinator who will be assigned to your wedding at least three to four months in advance of the wedding day. The site coordinator is a pastoral assistant representing the church and is not a personal assistant to the wedding party. The coordinator's purpose is to answer questions you have about conducting your wedding at Webster Gardens and to assure that your wedding service flows smoothly. The responsibilities of the site coordinator include:

1. Assisting in making your wedding meaningful and well organized.
2. Serving as a liaison between the church and the couple for access to the building, custodial care, sound assistance, etc.
3. Scheduling a meeting with the bride and groom to go over any questions approximately one month prior to the wedding.
4. Coordinating and directing the wedding rehearsal.
5. Being present on the wedding day for a total of 4 hours to coordinate all deliveries (i.e., flowers), direct attendants on when and where they need to be and assist the bride and groom.
6. Collecting any remaining fees at the rehearsal.