

# Wedding Coordinator

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Your First Baptist Church Wedding Coordinator is aware of the church policies concerning the use of candles, appropriate music, photography, style of ceremony, as well as all the facilities and equipment available to the bride. As your wedding day approaches, her services will be invaluable to as you finalize your wedding plans.

In the months prior to the wedding, the Special Events Director will help you with questions regarding your wedding here at HFBC. Several weeks prior to the wedding, you will be assigned an onsite coordinator. The Wedding Coordinator will make initial contact with you by phone or email to confirm booking details and will stay in touch over the weeks preceding the wedding to help you with any questions regarding your wedding plans. One final personal appointment may be necessary prior to the wedding in order to finalize the ceremony schedule.

Besides being a consultant, a prime responsibility of the Wedding Coordinator is to direct the wedding rehearsal. In most cases, the minister does not attend the rehearsal. It is the Coordinator's responsibility to instruct everyone as to actual physical movements involved (where to stand, when to turn, how to usher, and to give specific instructions to the musicians, etc.) If you are having an approved guest minister or an outside wedding planner, it must be understood that the HFBC Wedding Coordinator is still responsible for directing the rehearsal. Each wedding party is allotted an hour for a Chapel wedding rehearsal and an hour and a half for a Worship Center rehearsal.

On the wedding day, your Wedding Coordinator will be available to calm frayed nerves, deal with minor emergencies, and give last minute directions. Her role on this day is to direct the ushers as they seat guests, to see that parents and other family members are seated on time, to cue the music, the minister and the wedding party for entrances and have the marriage license signed. You, the bride, are allowed to relax and feel confident that everything will be as you have planned.

**\*Note: All weddings scheduled at Houston's First Baptist Church will require the services of one of our Wedding Coordinators.**