**Job Vacancy Announcement**

**8/1/21**

**Title:   Wedding Coordinator**

**Status: Volunteer**

**Pay: Flat rate honorarium per wedding**

**Reviewed by Renee M Woolfolk, CBA 7/29/21**

First Mount Zion Baptist Church is seeking a volunteer wedding coordinator to work with couples in the planning and execution of their wedding ceremony. The coordinator works with the Minister of Music, Facilities, Audio-visual departments, and the Church Business Administrator under the direction of the Pastor. The ideal candidate will have experience working as a wedding coordinator. Having the demonstrated ability to work with little supervision, and excellent customer service skills are a plus. The wedding coordinator is assigned to weddings to occur onsite. Candidate must be accessible to the bride and groom as necessary, attend and lead rehearsals and wedding ceremonies during the evening and on weekends. The candidate must be comfortable executing operational policies and procedures with minimal support. If interested please complete the application and apply by Friday, August 27, 2021. The application is available in the administrative office and online at FMZBC.COM. Submissions may be emailed to Employment@firstmountzionbc.org.

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