

St. Thomas of Villanova Parish
Job Description

POSITION: DIRECTOR OF WEDDINGS

TYPE: FULL TIME-25-30 HOURS PER WEEK

REPORTS TO: PASTOR

Description: The Director of Weddings is responsible for the administration of parish and Villanova University alumni weddings, as well as assisting the Pastor in implementing the goals offered in the Parish Mission Statement and the Parish's Pastoral Plan.
Educational requirements: College degree preferred. Must have a thorough knowledge of Catholic teachings and liturgical norms.

Weddings:

1. Create and maintain wedding calendars in multi-year increments.
2. Book all alumni weddings; coordinate parish weddings following pastor's approval.
3. Maintain ongoing communication with engaged couples from first contact through wedding ceremony. Including: Submission of Wedding Contract; Advance payments to musicians and parish; receipt of Baptismal Certificates, Civil Marriage certificates, and Archdiocesan Dispensations, if necessary.
4. Provide necessary diocesan forms and information regarding STV wedding program to presiders.
5. Provide complete Pre-Nuptial records to Pastor following wedding.
6. Train, supervise and schedule wedding coordinators.

Pre-Cana:

1. Schedule three weekends per year in coordination with Villanova University's Office of Mission and Ministry.
2. Prepare materials mailed to participants.
3. Order books and pamphlets, and reproduce written materials
4. Purchase and coordinate other supplies – drinks, snacks, etc.
5. Attend weekend, train and assist team.
6. Provide information on Parish Wedding couples to the coordinators of the Parish Pre Cana Program and ensure they have the support they need.

Wedding Workshop:

1. Along with the Director of Music, prepare and present liturgy and music workshops three times per year in conjunction with Pre-Cana.
2. Coordinate payment of musicians and distribution of musical selections.
3. Provide assistance to couples in the preparation of their wedding liturgy
4. Review, approve, and distribute liturgy plan to presiders and wedding coordinators.

Environment:

1. Schedule floral arrangements for wedding weekends
2. Meet with the Parish Director of Liturgy, Villanova Environment Team, and florist to plan Lenten, Easter and Christmas floral displays
3. Water and maintain plants and arrangements as needed.