JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Duty Wedding Coordinator</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Multifaith Chaplaincy Academic Services</td>
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<tr>
<td>Job type</td>
<td>Casual</td>
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<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Accountable to:</td>
<td>Coordinating Chaplain</td>
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<tr>
<td>Working with:</td>
<td>Chaplaincy and Weddings Coordinator</td>
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Purpose of the Post

The role holder is required to attend and take responsibility for the rehearsals and weddings in Chapel that they are rostered to cover. The role holder must work sensitively with couples at an important and emotionally charged event in their lives. The role holder as an Authorised Person for weddings, acting on behalf of Weybridge Register Office, and in this capacity will take personal responsibility for the proper conduct and legality of weddings in chapel. The role holder’s responsibility, as an Authorised person, is to ensure that the legal requirements of marriages solemnized in a registered building are met; this includes marriage preliminaries, authority for and registration of marriage.

Key Tasks

- Liaise with the Wedding Coordinator to ensure that all legal and practical preliminaries for marriage have been completed, and that you have all the necessary paperwork and information about the couple required.
- Liaise with the Weybridge Register Office, and act as an Authorised Person for the purposes of marriage registration as required.
- Be responsible for completing the legal registers of marriage and ensuring that these are signed correctly.
- Attend an agreed number of weddings, both at the rehearsal and on the day to supervise and ensure the smooth running of the occasion.
- Be on standby for an agreed number of weddings should the rostered Duty Wedding Coordinator be unable to attend.
- At the rehearsal:
  - assist the officiating minister with the layout of Chapel and any equipment needed.
  - meet with the couple to ensure that there are no changes to their planning form, assist with last minute requests regarding their wedding day, and ensure that they are aware of restrictions regarding the use of Chapel (e.g., confetti, parking)
  - review the information for the registers with the couple to check that it is accurate and ensure that this is signed.
- At the wedding:
- be responsible for the collection and completion of the wedding registers as required
- be responsible for any equipment needed
- be responsible for signage, access to corridors and rooms required
- be responsible for receiving fees for the College Organist and Choir as required
- be on hand to assist with any queries from suppliers, the couple and their guests
- ensure that the Chapel is returned to its normal setting after the service

- Carry out other tasks related to weddings as required.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.