

**Huntsville First United Methodist Church**

**Wedding Custodian**

**Job Description**

**Hours: Per wedding**

**Supervisor: Wedding Coordinator/Church Business Administrator**

**Overview:**

Responsible for all aspects of set up for weddings and re-setting of the church after the ceremony. Supports the mission statement of Huntsville First United Methodist Church.

**Position Duties and Responsibilities:**

∙ Works under the direction of the Wedding Coordinator to set up the sanctuary for the wedding rehearsal and the wedding ceremony.

∙ Checks all bathrooms prior to and after the rehearsal and wedding ceremony to make sure all areas are cleaned and supplied with materials.

∙ Arrives at the church 30 minutes prior to the rehearsal and before the wedding at a time set by the wedding coordinator. (Usually 3 hours prior to the ceremony start time).

∙ Makes sure all designated rooms are unlocked and neat for the wedding party and cleaned after use.

· Remains available in case any assistance is needed with the rehearsal or wedding.

· Cleans up as needed after the rehearsal and after the wedding including bathrooms. Re-sets the Sanctuary for Sunday worship services.

· Dresses appropriately for both rehearsal and wedding with nice collared shirt and dress slacks (no jeans) and dress shoes (no tennis shoes or boots).

· Responds to texts or emails from the Wedding Coordinator as well as staff (Ministers, Church Business Administrator, Organist, Facility Manager) within 24 hours unless on approved vacation leave.

· Training of other staff who are also serving as Wedding Custodian.

Other duties as assigned