



Catholic Nacogdoches

2508 Appleby Sand Road
Nacogdoches, TX 75965
(936) 564-7807

Wedding and XV Coordinator Position Description

Title: Wedding and XV Coordinator

Type: Part-time

Primary Purpose

The primary purpose of the Wedding and XV Coordinator is to interface with, assist, and guide the Quinceañera or engaged couple and their families in the liturgical aspects of the celebration of their XV or wedding.

Primary Responsibilities

- For Weddings: Meet with the engaged couple and any family members that will take part in the decision making of the wedding liturgy 1-2 months before the scheduled date of the wedding.
- For Quinceañeras: Meet with the quinceañera and any other people that will take part in the decision making of the XV liturgy shortly after they contact the office to set the date.
- Lead the rehearsal for the wedding or XV the week before.
- Answer any questions of the engaged couple or quinceañera and their families regarding the liturgy according to the liturgical books and guidelines provided by the Pastor.
- Be present at the wedding or XV to assist in the organization and execution of the liturgy according to the liturgical books and guidelines provided by the Pastor.
- Confirm that the married couple, quinceañera, or their families clean the church adequately after the completion of the liturgy.

Primary Relationships

The Wedding and XV Coordinator directly reports to the Pastor. The Wedding and XV Coordinator will also work closely with the priests, musicians, and liturgical volunteers, and will directly serve the couples, quinceañeras, and their families. The Wedding and XV Coordinator is also accountable to relate with all other staff, parishioners and volunteers in a positive, helpful, and professional manner.

Qualifications and Characteristics: A Wedding and XV Coordinator for Catholic Nacogdoches should have the following qualifications and characteristics:

- Be a practicing Catholic in good standing.
- Be fluent in both English and Spanish.
- Have familiarity with the common Wedding and XV practices in both Anglo and Hispanic culture.
- Be able to follow guidelines in a consistent and precise manner and explain and uphold them in a positive way to the couples, quinceañeras, and families.
- Be a clear public speaker and be able to lead a rehearsal.