

RECEPTION ASSISTANT

The Reception Assistant's main responsibilities are to assist the Wedding Coordinator and respond to a variety of needs on the day of the wedding in the room where the Reception is held. This includes the physical set-up and operation of the reception, supplies and equipment.

The Reception Assistant arrives two hours before the beginning of the reception stays following the reception until all areas are deemed in good condition for the church facilities' employees to setup for the next use.

Assistants report to the Wedding Coordinator on the day of the wedding and to the Special Events Director as their immediate supervisor.

***Note: All weddings receptions scheduled at Houston's First Baptist Church will require the services of a Reception Assistant.**