

Ministerial/Officiant Services Agreement

Dear

In order for me to provide you with the very best service possible, it is helpful to have a clear understanding of our roles. The Agreement below is intended to be a clarification of our understanding with regards to creating the most harmonious and beautiful wedding ceremony possible. I am honored that you have chosen me to be your Minister/Officiant and it is my joy to partner with you to create a ceremony that will truly honor the commitment you are making. ~ Many blessings on your lives and on your love...forever~ Rev. Dee

Today's date: _____

This agreement is by and between:

MINISTER/OFFICIANT: _____ and

COUPLE _____

The service provided by Rev. Dee to the Couple is that of Wedding Minister/Officiant. Rev. Dee agrees to create a personalized wedding ceremony for the couple based upon the information provided by them as their preferences and desires, and to perform that ceremony on the day of their wedding, which is:

Wedding Date: _____ Time: _____

Location: _____

In addition, the officiant agrees to:

- Rewrite and edit ceremony until couple feels that the ceremony is representative of their intentions
- Meet with the couple as many times as they need before the wedding date- (phone calls are acceptable if need be)
- Maintain complete confidentiality of information shared by the couple in pre-wedding preparations
- Be present for a rehearsal, at an extra cost, if desired by the couple, on:
-

DATE: _____

TIME: _____

LOCATION: _____

- Arrive at the wedding location at least 30 minutes, preferably 60 minutes, before the ceremony is to begin
- Be sure the marriage license is correctly executed and submitted to the court within the time required by law
- Provide information for pre-marital counseling, if desired

The couple agrees as follows:

- To pay Rev. Dee the sum of \$_____ for the services detailed above. A 50% deposit is due with this agreement \$_____ and the balance of \$_____ is due 45 days prior to wedding date, or anytime before. Make checks payable to: **Diva Matters Ministry** or **Rev. Dee Richardson**.
- To provide necessary items for the ceremony; Sand, Unity Candle, Wine Box, etc.
- To provide amplification (sound system), as needed for both Officiant and Couple during ceremony...preferably not a hand-held microphone.
- To obtain a Marriage License and provide it to the Officiant before the wedding ceremony, preferably at the Rehearsal, if attending.

Additional understandings and agreements are as follows:

- **Illness or Injury:** If Rev. Dee is, due to circumstances beyond her control, such as illness or injury of herself or her immediate family, unable to perform the ceremony as agreed, she will make every effort to find a comparable Officiant to replace her. If, however, this is not possible, she will not be held financially responsible for any loss sustained due to her inability to perform the services described above. In this event, a complete refund of any monies collected to date from the couple will be made within 7 days.
- **Cancellation Policy:** If you cancel the services of DIVA MATTERS MINISTRY within the first 24 hours of deposit, a full refund of monies paid, will be refunded. If the wedding is cancelled more than 45 days before the scheduled wedding date, the deposit will not be refunded and the remaining balance will not be charged. If the wedding is cancelled less than 45 days of scheduled wedding date, the balance of the fee will be due and payable as if the wedding had occurred, and if already paid in full, it is same as above, as if wedding is to occur.

Our signatures below indicate a complete understanding and agreement as to the responsibilities of both the Minister/Officiant and the Couple as listed above.

COUPLE:

MINISTER/OFFICIANT:

Groom/Bride

Groom/Bride

Dated: _____

Rev. Dee Richardson
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