

# WEDDING OFFICIANT LAUNCHPAD

Tips to make your first  
wedding stress-free  
... and legal



The goal of this resource is to provide a new minister the basic (and some pretty advanced) info on flawlessly doing your first wedding service and many others to come.

Over the years, the most frequently asked questions from new ministers are:

1. I have a wedding next month. What do I need to do?
2. Do you have any wedding scripts?
3. How do I become legal to do a wedding everywhere?

This resource answers those questions and other questions you may not have thought to ask.

Of course there are tons of things that can come up, and we will continually update this resource as the latest information becomes available. Updates are available in the Minister Resource Center portal.

Updates are also based on the requests for help that we get from you as part of your membership.

A printable worksheet that you can edit and use for each wedding is available in the CGOM Minister Resource Center.

Our mission is to reach the world with the Message of Jesus Christ.  
Awesome ministers like you help us to get it done!

Serve admirably!

# The Best and Easiest Wedding Ministry Checklist Ever

This checklist will give you the step by step list to accurately and flawlessly conduct a wedding.

Access to a downloadable copy of the checklist is available in the Ministry Resource Center. More details for each action item are outlined below.

ACTION	Date	✓
<b>Get Ordained</b>		
<b>Contact wedding city clerk/magistrate about local rules/regs (each local municipality is different)</b>		
<b>Agree on cost with couple.</b>		
<b>If you are doing marriage counseling set up schedule with couple</b>		
<b>Confirm date with couple and connect with event planner to book rehearsal (this is also a great time to network with planner for potential, future weddings)</b>		
<b>Make sure that you have a marriage certificate on hand for the wedding if needed. (per local magistrate)</b>		
<b>Write ceremony script</b>		
<b>Officiate at ceremony</b>		
<b>Make sure to take pics of your big day</b>		
<b>Fill out wedding certificate while at wedding</b>		
<b>Give certificate to couple to file or you file with municipal court or (make sure to follow local rules/regs)</b>		
<b>Exhale. You have done a great job!</b>		
<b>Make sure to send in a couple of pics to us to cheer you on!</b>		



## Get Ordained

You should already have this covered. If not, [MinisterNow!](#) is just a click away.

## Contact Local Magistrate

Each county has different rules for weddings in their municipality. It is always good to check, to make sure that you are aligned in accordance to their system.

A simple call to the County Clerk's office in the city that the wedding will be held should always be your first step.

No worries, the next page has a list of the things you should ask when you call.



**The following phrases are helpful when speaking with the county clerk:**

- What agency or department issues marriage licenses in \_\_\_\_\_ county and how may I contact them?
- I am a minister. What do I need to do to be recognized in this county for weddings?
- Do I or the couple file the marriage license with you, once the wedding is done, and I sign it?
- Do you require that I originate a certificate of marriage for the couple?

Once you are acknowledged in your area, you are ready for the wedding. The clerk will also let you know whether you or the couple should file the finalized marriage certificate with the county.

# What Should I Charge?



Prices vary from minister to minister, and officiant to officiant. Many do the service for free, charge only for travel, or for a donation.

Yet, others list a cost for the service, rehearsal, travel and for special keepsake marriage documents. What you charge should be based upon the cost of your time, gas and availability.

Depending on the size of the wedding, fees can range from \$100 for a simple service to \$500 or more for a custom ceremony.

Meeting with the couple beforehand for pre-marital counseling could also be a fee.

As a guide, many of our ministers create a package with a set number of premarital counseling sessions (usually 3), charge \$50 per session and include the \$150 in the fee for the ceremony.

We will continually add great resources on pre-marital counseling in the CGOM Ministry Resource Center.



## Wedding Script

What do you say between “We are gathered here today.” and “You may kiss the bride”? No stress here.

Click the link below for a basic script that can get you started and take you all the way from the beginning of the ceremony till the end.

[<<simple wedding script – pdf>>](#)

Want to edit the script yourself? Visit our Minister Resource Center. We continually upload wedding, funeral, baby dedications and other scripts that you can edit, reuse and customize to fit your style.

Get full access to every script in the library for only \$25 for each month of membership.

***You already have 30 days of free access!***

There are no contracts or prorated fees. You can cancel anytime. Just unjoin before your next month and you won't be charged. [Click here to log in.](#)



# Marriage License

This is the document that comes from you and tells the local magistrate that the couple has been joined in marriage.

[Here](#) is a tried and true list of beautiful and low-cost certificates from Amazon. Make sure to order in ample time for the ceremony. Make sure to have the completed certificate at the ceremony if the couple is going to file it. Even if you do the filing to the local magistrate, a beautiful certificate makes an amazing keepsake for the happy couple.

## Pray, Peace and Pics

Make sure to get some pics of your big day. This will build your album of ministry memories. Make sure to share them with us, to help build the faith of the next new wedding officiant!

You can do this. God has called you for this time. Pray for His guidance and wisdom and abide in Peace. You've got this. Study your documents and your scripts and then relax and enjoy.





## **Michelle Johnson**

Lenise "Michelle" Johnson joined Christian Global Outreach Ministries in 2015 after several successful years as broadcast executive and management consultant. She also serves as a Leadership professor at both Liberty University and Trevecca Nazarene University. She has been in ministry since 2004 and resides with her family in Nashville, TN.

As Director of Ministry Outreach, her background in Leadership has helped CGOM grow to over 1000 ministers across the Globe.

**Did you like this ebook? Read more!**

Explore our [Minister Resource Center](#) for more information and resources.