

# Brevard Minister



Rev. Ann Fuller  
4873 Verona Cir.  
Melbourne, FL 32940

brevardminister@cfl.rr.com  
www.brevardminister.com  
321-255-9086

## Contract for Officiating Services

### CONTACT INFORMATION

Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Email 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email 2: \_\_\_\_\_

### CEREMONY INFORMATION

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Location: \_\_\_\_\_

### REHEARSAL INFORMATION (Applicable: YES / NO )

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ have retained Rev. Ann Fuller to craft their ceremony and officiate their wedding as described above.

- Ministerial Services \$ \_\_\_\_\_
- Considerations ( \_\_\_\_\_ ) + / - \$ \_\_\_\_\_

For a total of \$ \_\_\_\_\_

A \$ \_\_\_\_\_ .00 non-refundable deposit to reserve and guarantee the date and time is due upon signing with the balance of \$ \_\_\_\_\_ .00 due no later than one week prior to the date of the ceremony.

Accepted Payment Methods: Cash, Money Order, Personal Check, E-check, Debit & Credit Card via Pay Pal. The Pay Pal address is: [brevardminister@cfl.rr.com](mailto:brevardminister@cfl.rr.com). Returned checks will incur a service charge of an additional \$25.00 and will be due ten (10 days) from notification. Checks should be made out to "Rev. Ann Fuller"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FILING OF LICENSE: \_\_\_\_\_ We would like Rev. Fuller to file our license with the Clerk of Courts  
\_\_\_\_\_ We would like to file our license ourselves or arrange for someone else to do so.

Names as you wish them to appear on your Keepsake Marriage Certificate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**By signing a contract with Rev. Ann Fuller to officiate your ceremony you agree to the following:**

**PERSONAL RECORDS:** Please retain a copy of this contract and related correspondence for your personal records.

**MARRIAGE LICENSE:** Per Florida statute, a valid marriage license must be presented to Rev. Fuller prior to the start of any wedding ceremony intended to solemnify a legal marriage. Failure to produce a license will result in a symbolic ceremony that does not convey any legal benefits of marriage.

**INTOXICATION CLAUSE:** Among other things, marriage is a legally binding civil contract. If either party appears to be intoxicated or not of sound mind prior to the ceremony, Rev. Fuller may, at her discretion, decline to officiate and the couple remains responsible for all officiating fees.

**CANCELLATION POLICY:** Rev. Fuller's cancellation policy is explained in full on her website at [http://brevardminister.com/fee\\_schedule.htm#Cancellation\\_Policy](http://brevardminister.com/fee_schedule.htm#Cancellation_Policy). While cancellations are rare, please make sure you have read and understand the policy.

**INCLEMENT WEATHER:** Couples planning an outdoor ceremony must have a pre-arranged alternative venue in the event of inclement weather. Should severe weather become a factor, Rev. Fuller will use her best judgment and reserves the right to make the decision regarding a change in venue with everyone's safety her first concern.

ALTERNATIVE VENUE IS LOCATED AT \_\_\_\_\_

**CONTRACT CHANGES:** Any request to amend the contract after it has been signed and returned to Rev. Fuller must be made in writing via mail or email. Rev. Fuller understands there are times ceremony details are altered and will try to accommodate such changes.

**DELAYED CEREMONIES:** Rev. Fuller expects most ceremonies to begin a few minutes late, plans her schedule accordingly, and helps in any way she can to assist in a reasonable start time. Rev. Fuller reserves the right to bill a late penalty for ceremonies that begin more than thirty (30) minutes after the contracted start time. The couple will be sent an invoice payable within thirty (30) days per the fee schedule below. Please note that extremely excessive delays may result in Rev. Fuller's schedule rendering her unable to officiate the ceremony. In such cases, the couple remains responsible for the full officiating fee and may incur a late penalty dependent upon the length of time Rev. Fuller waited on-site for the ceremony to begin.

30-45 minutes	\$50
45-60 minutes	\$100
60-75 minutes	\$200
75-90 minutes	\$300

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## Ceremony Planning Worksheet

Names: \_\_\_\_\_ Ceremony Date: \_\_\_\_\_

Ceremony Venue: INDOORS / OUTDOORS	Approx. Number of Guests:
Ceremony Appearance: CASUAL / SEMI-FORMAL / FORMAL / HIGH-FORMAL	
Ceremony Tone: INFORMAL & LIGHT-HEARTED 1 2 3 4 5 6 7 8 9 10	STATELY & DECOROUS
Ceremony Type: CIVIL (SECULAR) / SPIRITUAL / RELIGIOUS (Denomination)	_____
Officiant's Attire: DRESS / BUSINESS SUIT (with / without clerical collar) / MINISTERIAL ROBES	
Question to the bride's escort (Who presents this woman at her wedding this day?):	YES / NO
Adult Attendants: BRIDESMAIDS _____	GROOMSMEN _____
Age of Child Attendants: FLOWER GIRL(S) _____	RING BEARER(S) _____
Will the bride have an honored escort(s) who will be asked "Who presents this woman at her wedding this day?"	YES / NO
WORDS OF WELCOME: Would a brief statement honoring friends and family unable to attend be appropriate?	YES / NO
If yes, please provide the reason for their absence and their relationship to you.	
Are there any people present you would like to honor by mentioning them, thanking them, asking for their blessing, presenting a flower or other token of respect? YES / NO	
If yes, please provide their names, their relationship to you and how you would like them included in the ceremony.	
In what format would you like your vows (circle all that apply)? I DO / REPEAT AFTER ME / RECITE	
Would you like to include any readings? YES / NO	
If yes, please provide the name of the reading(s) and the names and relationship to you of anyone you would to be invited forward to read.	
Unity Ritual: CANDLE / SAND / KNOT / FLOWER / OTHER _____	
Sharing Ritual: WINE / VESSEL & ROSE / NATIVE AMERICAN VASE / FOUR ELEMENTS	
Reconciliation Ritual: BELL OF TRUCE / ROSE / WINE & LETTER BOX	
Concluding Ritual: BREAKING OF THE GLASS / BUTTERFLY RELEASE / WISH UPON A SHELL	
Additional Rituals: HAND BLESSING / OTHER _____	
Do you have any children you would like included in the context of the ceremony? YES / NO	
If yes, please provide their names and how you would like them included.	
Is there anything else you would like in your ceremony?	

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## Personalization Worksheet

I use the information on this form to get to know you better as a couple and to help personalize the ceremony, particularly during the Words of Welcome and the Affirmation of Marriage. While I will likely not use all of the information, it does give me a sense of who you are and what makes your relationship unique.

Names:	Wedding Date and Time:
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### Couple

When and how did you meet?
What are some interests/hobbies/passions you share? What do you like to do with your time together?

### Bride

What are some of your favorite things about him?
Name some interests/hobbies/passions of his you don't share?
What words come to mind when you think of marriage?

### Groom

What are some of your favorite things about her?
Name some interests/hobbies/passions of hers you don't share?
What words come to mind when you think of marriage?

Is there anything else you would like me to know about you?

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## Ideas for the Order of Service

Processional

Presentation of the Bride

Opening Words / Words of Welcome

Reading / Musical Interlude / Blessing of the Parents / Opening Prayer / Declaration of Intent  
<http://www.brevardminister.com/readings.htm>

Affirmation of the Couple

Exchange of Vows [http://www.brevardminister.com/vow\\_options.htm](http://www.brevardminister.com/vow_options.htm)

Blessing of the Hands / Hand Ceremony <http://www.brevardminister.com/rituals.htm>

Blessing of the Rings [http://www.brevardminister.com/ring\\_blessings.htm](http://www.brevardminister.com/ring_blessings.htm)

Exchange of Rings [http://www.brevardminister.com/ring\\_exchanges.htm](http://www.brevardminister.com/ring_exchanges.htm)

Unity Candle / Sand Ceremony / Handfasting / Wine Ceremony / Vessel & Rose / Signing of the License / Rose Ceremony / Wine & Letter Box / Tasting of the Four Elements / Bread, Salt, Wine and Silver / Thirteen Coins / Bell of Truce  
[http://www.brevardminister.com/unity\\_ritual.htm](http://www.brevardminister.com/unity_ritual.htm)

and

<http://www.brevardminister.com/rituals.htm>

Reading / Musical Interlude / Declaration of Support

Blessing of the Marriage <http://www.brevardminister.com/blessings.htm>

Declaration of Marriage

Butterfly Release / Dove Release / Wish Upon a Shell / Jumping of the Broom / Breaking of the Glass  
<http://www.brevardminister.com/rituals.htm>

Introduction of the Couple

Recessional

SAMPLE WEDDINGS <http://www.brevardminister.com/samples.htm>

INCLUDING FRIENDS AND FAMILY [http://www.brevardminister.com/including\\_family\\_and\\_friends.htm](http://www.brevardminister.com/including_family_and_friends.htm)

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## OFFICIATING ETIQUETTE

Many people are unsure of what to reasonably expect from a wedding officiant or what their officiant's needs are. Officiants want you to have the closest to perfect day possible and there are things you can both do to help accomplish that goal.

### What You Should Expect From Your Officiant

- **COMMUNICATION:** Your officiant should return emails and phone calls within a reasonable time frame. Allow 24-48 hours unless the officiant is on vacation and understand that weekends are a particularly busy time for officiants, especially clergy.
  - **RECEIPTS:** Your officiant should acknowledge receipt of all deposits and payments.
  - **ARRIVAL:** Your officiant should arrive at least 30 minutes prior to the ceremony. This time frame may be reduced to 15 minutes for a small intimate or private ceremony requiring little to no coordination.
  - **ASSISTANCE:** Your officiant should assist with any last minute preparations to facilitate a reasonable start time and make an effort to calm nerves.
  - **EMERGENCIES:** Your officiant is responsible for finding a suitable replacement if unable to perform the ceremony due to unexpected events such as illness, death in the family, etc. This should not be the responsibility of the couple unless they prefer to find a replacement themselves.
  - **PROFESSIONALISM:** Your officiant should maintain a professional demeanor in terms of both dress and behavior. He or she should appropriately manage the emotional energy of all parties. Your officiant should know the correct spelling and pronunciation of persons who will be mentioned during the service.
  - **MARRIAGE LICENSE (If applicable):** Your officiant is legally required to review the license prior to the wedding ceremony and should request to do so if you have not presented it. If your officiant has accepted the responsibility of filing your marriage license after the ceremony, he or she is required to do so within ten days of the wedding, but should make an effort to return it to the Clerk of Courts within four or five.
  - **RESPECT:** Your officiant should respect your beliefs and honor them at your wedding ceremony.
  - **MEAL BLESSINGS:** If invited for a meal at a breakfast, lunch or dinner reception, your officiant should offer to say a blessing. Under no circumstances should the officiant charge extra for this honor.
  - **DEPOSITS:** Your officiant is not obligated to return a non-refundable deposit, but should refund it if the date and general time period of a cancelled wedding is subsequently rebooked with another couple.
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## What You Can Do To Help Your Officiant

- **DIRECTIONS:** If your wedding is in a specific location to which GoogleMaps.com and a GPS cannot guide the officiant, provide your officiant with precise written directions to the exact location.
  - **CONTRACT CHANGES:** Submit any changes to the contract in writing via email or regular post.
  - **TIME DELAYS:** Be respectful of your officiant's schedule.
    - Officiants expect most weddings to start 5 - 20 minutes late.
    - Contact your officiant immediately, whether he or she is on-site yet or not, as soon as you become aware of an excessive delay.
    - Expect your officiant to reserve the right to bill an additional fee if there is an unreasonable or excessive delay. Your officiant should provide you with information about such charges at the time you reserve his or her services.
  - **MARRIAGE LICENSE (if applicable):** The officiant is legally required to review the license prior to the wedding. Designate a responsible individual to greet the officiant upon arrival with an envelope containing the marriage license and the officiant's payment if any balance is due.
  - **RECEPTION INVITATION:** You are not obligated to invite your officiant to the reception. If you wish to do so, please extend the invitation prior to the date of the wedding.
  - **FLOWERS:** You are not obligated to include your officiant in the corsage and boutonniere count. It is appreciated if the officiant is wearing a suit, but not appropriate for ministerial robes.
  - **PHYSICAL COMFORT:** As with your guests, keep physical comfort in mind. You, your guests and your vendors will be miserable if you do not take climate concerns into account.
  - **DEPENDABILITY:** If you make an appointment and decide later you do not wish to meet with the officiant, call and let the individual know. The officiant's feelings will not be hurt and he or she will appreciate the respect you show his or her time and expense.
  - **DEPOSITS:** In the event you must cancel, be aware that your officiant is not obligated to return a non-refundable deposit. The blocked date and time may have resulted in the officiant having to decline other business and the officiant may have already incurred expenses related to your own wedding.
  - **COMPATIBILITY:** You should only hire an officiant with whom you feel absolutely comfortable
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## Brevard County Officiating Fees

Between SR 520 (West Cocoa Beach Causeway)  
and

Landside: Palm Bay Rd (I95 Exit 176) / Beach: Fifth Ave. (Melbourne CSWY)

\$160 Wedding Only	\$60 Deposit	\$100 Balance
\$235 Wedding & Rehearsal	\$100 Deposit	\$135 Balance

North of SR 520 (West Cocoa Beach Causeway)  
and

Landside: South of Palm Bay Rd (I95 Exit 176) / Beach: South of Fifth Ave. (Melbourne CSWY)

\$185 Wedding Only	\$85 Deposit	\$100 Balance
\$285 Wedding & Rehearsal	\$100 Deposit	\$185 Balance

**Courtesies Offered:** \$20 deduction in officiating fee if any of the following apply.

MILITARY  
STUDENT  
MONDAY-THURSDAY  
PRIVATE ELOPEMENT  
VOW RENEWAL  
ASTON VILLA FC FANS

I offer a \$25 deduction in the officiating fee for couples who take either my group or private Marriage Education class.

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## Fees Include

- All communication and meetings necessary to customize your service
  - Crafting and preparation of your personalized service
  - Availability for questions and concerns regarding any aspect of your wedding planning
  - Conducting the rehearsal (*if contracted to do so*)
  - Early arrival at the wedding venue to allow for coordination with other wedding vendors, calm nerves and tackle any last minute tasks necessary to get your ceremony off to a smooth and timely start.
  - Officiating of your ceremony
  - Keepsake wedding folder which includes an attractive marriage certificate, printed copy of the complete service, and a few additional mementos.
  - Filing of the marriage license if the couple so desires (*Although anyone may return the completed license, I always offer take on this responsibility if the bride and groom would like me to do so. I file Brevard County licenses in person at the courthouse within two or three business days and mail out-of-county licenses to the originating county via certified mail*)
  - Portable PA system (with stand mic) if deemed necessary.
  - All travel expenses relative to the ceremony
  - Cheerful disposition, professional demeanor, charming sense of humor and basic brilliance
  - Quick thinking and creative problem solving that has proved quite handy at the least expected moments
  - Pastoral care if necessary - Weddings are highly emotional times and I have found my pastoral care experience has proven invaluable on more than one occasion.
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## What is Unitarian Universalism?

The Unitarian Universalist Association (UUA) is a religious organization that combines two traditions: the Universalists, who organized in 1793, and the Unitarians, who organized in 1825. They consolidated into the UUA in 1961. Both groups trace their roots in North America to the early Massachusetts settlers and to the founders of our Republic. Overseas, their heritages reach back centuries to pioneers in England, Poland, and Transylvania.

Unitarian Universalism is a liberal religion with Jewish-Christian roots. It has no creed. It affirms the worth of human beings, advocates freedom of belief and the search for advancing truth, and tries to provide a warm, open, supportive community for people who believe that ethical living is the supreme witness of religion.

### The Principles of the Unitarian Universalist Association

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

The living tradition which we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit.
- Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

## What is Humanism?

Humanism is a progressive philosophy of life that, without theism and other supernatural beliefs, affirms our ability and responsibility to lead ethical lives of personal fulfillment that aspire to the greater good of humanity.

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