

Wedding Officiant Requests

Objective: Streamline the process of handling wedding officiant requests to ensure efficient and appropriate responses to both community members and external inquiries.

Step 1: Triage Initial Requests

- **Purpose:** Determine if the requester is affiliated with Foothills or external.
- **Procedure:**
 1. **Form Collection:** Direct all officiant inquiries to fill out the wedding officiant request form. Ensure the form collects necessary personal information and specific details about the wedding.
 - Public form link: [Wedding Officiant Request Form](#)
 2. **Form Submission Review:** Monitor submissions through the admin panel link: [Form Submissions](#).

Step 2: Response and Workflow Initiation

- **Purpose:** Appropriately respond to the requester based on their affiliation with Foothills.
- **Procedure:**
 1. **Workflow Automation:** Once the form is completed, automatically add the requester to the designated workflow for further processing.
 - Workflow link: [Officiant Request Workflow](#)
 2. **External Requests:**
 - Send a template email with a referral list of officiants and building rental information if they indicate they are not part of Foothills.
 3. **Internal Requests:**
 - Forward the request to the designated minister lead to select the appropriate minister to handle the request.

Step 3: Workflow Steps for Handling Requests

- **Purpose:** Ensure each request is handled efficiently and by the appropriate party.
 - **Procedure:**
 1. **If External:**
 - Step 1 of Workflow: Use the template email to provide external individuals with officiant referrals and necessary rental information.
 2. **If Internal:**
 - Step 2 of Workflow: The designated minister lead discerns the best minister to handle the officiant request based on availability and fit.
 - Step 3 of Workflow: The assigned minister contacts the requester to discuss details and proceed with officiant services.
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