

SAMPLE LETTER FOR DELEGATION

To be completed by the Pastor/Parochial Administrator on Parish Letterhead

When a priest or permanent deacon from outside the parish or outside the Diocese of Sacramento is to officiate at a wedding, delegation must be given by the Pastor/Parochial Administrator. This delegation letter should be filed in the marriage preparation file and a copy given to the priest or permanent deacon. Notation of delegation is to be made in the marriage register. Prior to granting delegation, a priest or permanent deacon from outside the Diocese of Sacramento must provide a letter of good standing from his bishop or superior (with the original sent to the Office of the Bishop).

For marriages officiated by a priest or permanent deacon from the Diocese of Sacramento
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I, [name of Pastor/Parochial Administrator], Pastor/Parochial Administrator of [name of Parish and City], hereby delegate [name of Priest or Permanent Deacon] to witness the marriage of [full name of Groom] and [full maiden name of Bride] on [date of wedding] at [name of Church and City].

Signature of Pastor/Parochial Administrator

Date

Affix parish stamp/seal

For a marriage officiated by a priest or permanent deacon from outside the Diocese of Sacramento

I, [name of Pastor/Parochial Administrator], Pastor/Parochial Administrator of [name of Parish and City], having received the letter of good standing from [name of Bishop or Superior], dated [date of letter], hereby delegate [name of Priest or Permanent Deacon] to witness the marriage of [full name of Groom] and [full maiden name of Bride] on [date of wedding] at [name of Church and City].

Signature of Pastor/Parochial Administrator

Date

Affix parish stamp/seal