

Funeral Celebrant Checklist 1 - on first meeting



This celebrant:

1	Appears calm, competent and professional	✓
2	In conversation demonstrates good listening skills, clearly being confident in their work and is able to show leadership without being the centre of attention	✓
3	Is able to discuss the purpose of a good funeral and show an understanding of how a funeral serves and supports the bereaved, whilst reflecting the life and wishes of the person who has died	✓
4	Composes unique and personalised ceremonies, showing detailed knowledge of the person who has died, reflecting their life, values, beliefs and wishes, recognising the needs of the bereaved	✓
5	Can provide sight of copies of written scripts to demonstrate original content, fluency, accuracy and communication skills	✓
6	Can provide references from funeral professionals and others	✓
7	Can evidence details of their celebrancy training and other relevant professional qualifications	✓
8	Can provide a copy of their Code of Conduct / Standards and has a clear complaints policy and procedure, OR is a member of an association that has published the same	✓
9	Can demonstrate that they hold current Professional Indemnity and Public Liability insurance and are transparent about their fees	✓
10	Can share their thoughts about how they continue to develop their practice as a celebrant and ensure that they are providing the best quality of service to their clients	✓

Funeral Celebrant Checklist 2 - review after first service



This celebrant:

1	Communicated with both the client and the funeral director promptly, efficiently and in a friendly and professional manner throughout	✓
2	Physically visited the client and their family, allowed adequate time to prepare a personal, unique funeral ceremony and offered the client the opportunity to read the script before the day of the funeral	✓
3	Contacted relatives or friends who were not present at the meeting to gain a more rounded picture (if approved / requested by the client)	✓
4	Sent details for the order of service and / or the running order to the funeral director in good time, and ensured that music choices / order were correct	✓
5	Established the appropriate tone and feel for the ceremony, reflecting the beliefs, values, and culture of the person who died and, where appropriate, of the client, with particular emphasis on an accurate and meaningful ceremony	✓
6	Presented themselves at the ceremony well groomed and appropriately dressed	✓
7	Welcomed the family before the funeral, responded to needs during the ceremony and was approachable and friendly following the service	✓
9	Delivered the ceremony in a clear, confident and warm tone, at an appropriate pace, with attention to accuracy of facts and details	✓
9	Stayed alert to any time restrictions and adjusted delivery of the ceremony to ensure that it did not exceed the time booked	✓
10	Provided a well presented and tidy copy of the final script to the client in a format that suits the client	✓

You may wish to use this feedback in discussion with the celebrant and your colleagues.