

# Faith & Love Collective



## Baby Naming Ceremony Information Kit

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## **Introduction**

Welcome to Faith & Love Collective, my name is Coralie, and I am organised, calm, trustworthy, kind, and have a great deal of experience with connecting people together.

Being a celebrant gives me joy, faith, love, and joy to be able to bring people together and solidify their connections with each other.

**The purpose of Baby Naming Ceremony** is for the parents to provide blessings and godparents to support, love and to commit to child.

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## Invoicing and refunds

A tax invoice was prepared for the client and will list fee schedules of fees policy as listed:

Schedule of fees:

Item	Service	Cost (Includes Gst)
1	Booking Fee-non-refundable, payable immediately (includes deposited, the lodgement of Notice of Intention to Marry, and State Government Certificate.	\$xxx (non-refundable)
2	Wedding Ceremony, this includes same-sex marriage ceremonies. Public Holidays	\$xxx \$xxx
3	Life Stage Ceremonies & Funeral Celebrancy: Naming Day / Commitment / Renewal of Vows Funerals Memorials/ Ashes Scattering Citizenship/Anniversaries/Graduation/Special Birthdays/Divorce or moving on/House blessings	\$xxx \$xxx \$xxx \$xxx
5	Travel costs - if the distance of a return journey between the celebrant's office at Augustine Heights, Qld, and the event venue exceeds fifty km*.	*To be negotiated
6	Suitable airfares and Accommodation	*To be negotiated
7	Discount if applicable	
Payment Methods: Direct Deposit / Cash		
<b>Important Information:</b>		
<ul style="list-style-type: none"><li>• Balance of fees to be paid 4 weeks before your ceremony date.</li><li>• Fees may change without notice and additional fees may apply; fees exclude GST.</li><li>• The <b>non-refundable deposit fee of \$xxx</b> is required to secure your booking.</li></ul>		

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FAITH AND LOVE COLLECTIVE (FLC), and **XX** and **XX** agree to the terms and conditions as detailed below:

## FAITH AND LOVE COLLECTIVE agrees:

- Initial meeting to complete the legal paperwork (i.e., Notice of Intended Marriage form (NOIM), view ID, and complete initial interviews about what your visions as a couple are wanting for your special ceremony.
- FLC will provide registered Marriage Celebrant services to the couple in accordance with the code of Practice for Marriage Celebrants.
- FLC will attend and conduct the marriage ceremony at the agreed time, date, and place.
- If FLC is unable to conduct the marriage ceremony, FLC will advise the couple as soon as possible and make all reasonable efforts to arrange for the ceremony to be completed by another registered Marriage Celebrant. This will include a refund of your fees at a negotiated amount or compensate the replacement Celebrant, whichever is appropriate and to pass the Notice of Intention to Marry to the replacement marriage Celebrant, in a timely and appropriate manner.
- Completion of all legal paperwork, including submitting to Births, Deaths, and Marriages in your state of Australia.
- FLC will communicate, guide, and provide advice on the necessary paperwork, ceremony formats, scripts, poems, etc to prepare for the ceremony and ensure you are ready for your big day.
- Use of portable PA System, including microphone, music/MP3 Player if requested.
- Provide a professional a personalised and professional ceremony for you.
- Liaising with ceremony participants to ensure the smooth running of your ceremony on the day.
- Suitable clothing to match ceremony theme/colours (to be negotiated).

## The CLIENT/S agree:

- To pay the schedule of fees discussed and listed on the invoice.
- Balance of fees to be paid 4 weeks before your ceremony date.
- If full payment has not been made to FLC in accordance with these terms, then the Celebrant will not attend the ceremony.
- If FLC is unable to perform your marriage ceremony and a replacement Celebrant can be provided, please note that you will need to bring your original documents to the ceremony as they will need to be sighted by the replacement Celebrant before the ceremony can go ahead.
- You to advise FLC asap in writing of any change to the date, time, or place of the marriage ceremony.
- If the ceremony is cancelled by clients the deposit of \$xxx will not be refunded, and in addition to this is, if the ceremony draft has been reviewed by you a fee will be taken out of the monies paid to FAITH AND LOVE COLLECTIVE in the amount of \$xxx, this is to cover the time, effort and work performed by FLC on your behalf. All monies left over will be refunded to the client/s within 7 days of notification. **Please note if you cancel 14 days before your ceremony there are no refunds on monies paid to FLC.**
- If either of the Client/s has not arrived by 30 minutes after the agreed start time, or if the ceremony cannot proceed for any reason outside the FLC control, FLC

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reserves the right to leave the place of the marriage ceremony without conducting the ceremony. Please note that if this were to happen, please liaise with FLC as we can mutually agree on a later time and place for the ceremony to take place. Please note that there may be additional charges that we will need to negotiate, and it will be payable in advance to FLC.

- FLC accepts no liability for the late start of a ceremony due to the late arrival of any of the Clients, their attendants, or guests.
- FLC takes no responsibility for damage to property, personal injury, or disruptive behaviour of the children/guests/the public prior to, during or after the ceremony. The supervision of children attending the ceremony is a matter for the parent/s or carer/s of the children in question. The behaviour of adult guests is the Clients' responsibility.
- Clients agree to provide FLC with accurate information and acknowledge that the penalty for making a false declaration is four years imprisonment.
- Clients agree they will not arrive at the ceremony appearing to be inebriated or under the influence of any other substance. Coralie Knuth, Celebrant FLC is not lawfully authorised to solemnise the marriage under these circumstances. Judgement as to inebriation of the Clients being under the influence of alcohol or any other substance is at the Celebrant's sole discretion.
- Where FLC's PA system is used, if it is damaged through no fault of the Celebrant e.g., Microphone dropped by groom, bride or guest performing a reading, or through use of the Clients'/guests iPod/iPhone for music, the Clients will incur all associated costs involved in fixing or replacing the damaged item.
- FLC undertakes to use her best endeavours to ensure that the PA is fully charged, functional, and tested prior to the ceremony. However, the Clients acknowledge that inanimate equipment may malfunction from time to time, and should the PA fail at any time prior to, during or after the ceremony, through no fault of FLC, the Celebrant will not be held responsible.
- Give consent for use of photos from your ceremony and testimonials in promotional material, on FAITH AND LOVE COLLECTIVE website, Facebook, YouTube, and Instagram pages.

**I/We agree to about terms as listed FAITH AND LOVE COLLECTIVE and Clients agree to the terms and conditions.**

Client Name:	Client Name:
Client Signature:	Client Signature:
Date:	Date:
FAITH AND LOVE COLLECTIVE	
Celebrant Name: Coralie Knuth	
Celebrant Signature:	
Date:	

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## Photograph Consent release form

I/We give consent to FLC to use our photos from our ceremony and our provided testimonials in promotional material, on FLC website, Facebook, YouTube, and Instagram pages.

I/We agree to the release of photographs.

Client Name:	Client Name:
Client Signature:	Client Signature:
Date:	Date:

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## Preparing for Ceremony

<b>Client's name</b>		<b>Client's name</b>	
<b>Date</b>		<b>Time</b>	
<b>Location</b>			
<b>Location – Plan B</b>			
<b>Naming Day:</b> Baby's personalities, likes, dislikes? Guardian's names? Rituals (i.e., sand, painting, etc)			
Are you including any rituals, readings, poetry, music, special wording or make special mention of a loved one?			
How many guests attending?			
Do you have any guests who have specific needs during the ceremony?			

### Script

Draft sent to clients for consultation.	Yes / No
Script approved by clients and date.	Yes / No      Date:

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## Venue Risk Assessment

<b>Client's name</b>		<b>Clients Name</b>	
<b>Telephone number</b>		<b>Telephone number</b>	

### Venue Details

<b>Address</b>			
<b>Location of where ceremony being conducted</b>			
<b>Occupancy</b>	<b>Seating numbers:</b>		
	<b>Standing numbers:</b>		
	<b>Disabled access/ facilities available</b>	Yes / No	
<b>Additional comments</b>			

<b>Vehicle access</b>	
Can vehicles (including emergency vehicles) gain access to the venue?	Yes / No
Are arrangements for car parking suitable and sufficient, considering the number of attendees?	Yes / No
Could certain weather conditions present additional hazards?	Yes / No
If yes, please list:	
Are there any vehicles/hazardous machinery/equipment at the site, or near the site that may present a hazard?	Yes / No

<b>Environment</b>	
Is the lighting, heating, and ventilation adequate within the area where the ceremony is to be conducted?	Yes / No
Will there be any special clothing/PPE requirements resulting from the nature/location of the venue?	Yes / No

<b>Structure, layout, and location</b>	
Is the entrance to the venue kept free from any slip hazards, and aisles/walkways free from obstruction?	Yes / No
Is the space/area that has been allocated large enough to cope with the anticipated number of people attending?	Yes / No

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Generally, is the building/structure in good repair?	Yes / No
Are walls free from protruding objects and jagged edges?	Yes / No
Is the venue free from tripping hazards?	Yes / No
Are stairways clear, in good condition, well-lit and equipped with secure handrails?	Yes / No
Are any raised platforms/open sided floors accompanied by appropriate edge protection?	Yes / No

## Fire safety/Emergency arrangements

Are exits and escape routes free from obstruction and, where appropriate, are they clearly marked?	Yes / No
Are emergency evacuation procedures posted, emergency lighting systems adequate, and ask if fire drills are held regularly?	Yes / No
Is adequate fire extinguishing equipment available, is it accessible, and has it been tested within the last 12 months?	Yes / No
Is there means of raising the alarm in the event of an emergency?	Yes / No

## Electricity

Is there any evidence to doubt the safety and integrity of the electrical installation and electrical equipment being used?	Yes / No
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**List any other potential hazards that are identified (i.e., animals, chemicals, noise, candles, fireworks, etc)**

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**Other areas of concern and further controls required**

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## Baby Naming Ceremonial Elements

### Poems

IF

If children live with criticism, they learn to condemn.

If children live with hostility, they learn how to fight.

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn to have confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with love around them, they learn to give love to the world.

WHEN CHILDREN COME

When children come into our lives

They bring a world of joys.

Laughter and discoveries, kisses, hugs, and toys

Each day brings new surprises, special wonders to explore.

When children come into our lives our world is new once more.

FOLLOW YOUR DREAMS

Follow Your Dreams When others say "It's hopeless and it really can't be done.

" When they tell you "It's all over. It's a race that can't be won."

And they promise "You could spend your life just lying in the sun."

Follow your dreams boy. Follow your dreams!

When the people you admire, but who wouldn't understand,

Tell you "Other roads are safer. Your dreams are much too grand."

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Or the doubters and the tempters try to take you by the hand.

Follow your dreams boy. Follow your dreams!

You should listen to the counsel of the people that you trust.

But don't be turned aside just because they might get fussed.

You live the life that in your heart you know you really must.

Follow your dreams boy. Follow your dreams!

There is nothing you can't conquer if you believe you can.

No mountains you can't straddle, no oceans you can't span.

Just conjure up a vision and set yourself a plan.

Follow your dreams boy. Follow your dreams!

## BABY'S NAMING DAY

...bright as a flower

Lovely child we welcome you.

Into our world, into our lives

On this your special naming day.

...happy little spirit.

Smiling child, we wish you joy.

and health and strength and love and peace

On this your special naming day.

...lively little girl/boy

Perfect child we send you, our blessings.

For a long and happy life, energy, and freedom

On this your special naming day.

...our love goes out to you precious child with eyes so wide.

Waving arms and dancing feet,

And busy hands which hold so tight

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On this your special naming day.

## PARENT'S LOVE

A Parent's love is something, that no one can explain.

It is made of deep devotion and is sacrifice and pain.

It is endless and unselfish, and enduring, come what may.

For nothing can destroy it or take that love away.

It is patient and forgiving when all others are forsaking.

And it never fails or falters, even though the heart is breaking.

It believes beyond believing when the world around condemns.

And it glows with all the beauty of the rarest, brightest gems.

It is far beyond defining, it defies all explanation.

And it still remains a secret, like the mysteries of creation.

A many splendored miracle, man cannot understand.

And special wondrous evidence, of life's tender guiding hand

## Music

1. With Arms Wide Open - Creed
2. Beautiful Child - Eurythmics
3. Oh, Happy Days – Soweto Gospel Choir

## Rituals

1. Time capsule/treasure box
2. Presenting of gift to baby

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## Baby Naming Ceremony Checklist

### Client details

Parent #1 Name		Parent #2 Mobile number	
Parent # 1 Mobile number		Parents # Mobile number	

### Baby Naming Details

Date		Start time	
Venue		Venue Address	
Event planner name		Event planner mobile number	
Photographer Name		Photographer mobile number	
God Parent / Guardians names			
Are Rituals being performed?		Resources Required PA System	Yes / No

### Rehearsal (optional)

Date		Time	
Venue		Venue Address	

### Vow Renewal / Commitment Format

Housekeeping <ul style="list-style-type: none"><li>• Turn of mobile phones</li><li>• Fire exits</li></ul>	
Acknowledgment of Country	Yes / No  Name of person giving acknowledgment:

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<b>Welcoming and Introduction</b>	Welcome to family and friends, my name is Coralie.
<b>Poem / Reading</b>	
<b>The naming</b>	
<b>Recognition of siblings (if applicable)</b>	
<b>Names of siblings</b>	
<b>Parent's vows, pledges, promises</b>	
<b>Godparents make declarations to baby; they pledge interest moral &amp; ethical development of baby</b>	
<b>Special Symbolic Ritual (circle one if applicable)</b>	<ol style="list-style-type: none"> <li>3. The lighting of a Unity candle</li> <li>4. A family unity ceremony</li> <li>5. Butterfly or Dove release</li> <li>6. Balloon release</li> <li>7. Presenting of gift to baby</li> <li>8. Sand ceremony</li> <li>9. Time capsule/treasure box</li> <li>10. Planting of a tree</li> </ol>
<b>Acknowledgment and appointment of godparents/guardians</b>	
<b>Welcoming a child to your family and friends</b>	
<b>Poem or Blessing</b>	
<b>The signing of commemorative name certificate by all parties</b>	
<b>Presentation of certificate &amp; closing words</b>	
<b>Presentation of a child for kisses, cuddles, and photos (check to see if parents want to do this first)</b>	

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**Emergency Response - In case of an event of a serious car accident, where FLC Celebrant is not conscious, unable to talk and or ill.**

My name is Coralie Knuth, and I am a Marriage celebrant with FLC.

If I am not conscious or able to talk the following process is to be actioned:

If on way to rehearsal/ceremony:

Emergency card will be place on front seat of car.

Card will state:

My name is Coralie Knuth, and I am a celebrant, and I am on my way to rehearsal/ceremony. To find clients details please see front of file in briefcase. There is also list of contact details of other celebrants for emergency, included is my next of kin details (they are also located in my phone under apple health app and contact named ICE).

- List of emergency celebrants will be located on way in my office.

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## Code of Conduct

*Commonwealth-registered marriage celebrants are required to comply with the Code of Practice in Schedule 2 to the Marriage Regulations. The Code of Practice imposes legal obligations on all Commonwealth-registered marriage celebrants – that is, marriage celebrants (category C authorised celebrants) and religious marriage celebrants (category D celebrants).*

*Commonwealth-registered marriage celebrants should have a copy of the Code of Practice prominently displayed where marrying couples can see it or provide a copy to couples to take away with them.*

*Some important aspects of the Code of Practice include:*

- ☒ Item 2 – requires Commonwealth-registered marriage celebrants to maintain a high standard of service in their professional conduct and practice. This includes ensuring:*
  - appropriate personal presentation for marriage ceremonies*
  - punctuality for marriage ceremonies, and*
  - accuracy in preparation of documents and in the conduct of marriage ceremonies.*

**# Please see appendix for a full copy of the Code of Practice**

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## Privacy and Confidentiality

FAITH AND LOVE COLLECTIVE will be collecting and storing information about you as I am representing the Australian Government and have obligations under the Marriage celebrant code of conduct to ensure your privacy is maintained at all times, including storage of your information, how I ensure that your privacy is protected, FAITH AND LOVE COLLECTIVE have the following measures in place:

- Any hard copies of documents will be secured in a lockable filing cabinet in my office and this cabinet has limited access to celebrant.
- FAITH AND LOVE COLLECTIVE has Norton security on all their devices including mobile phone, tablet, and PC.

If you wish to make a complaint if you feel FAITH AND LOVE COLLECTIVE have breached the privacy act. You can lodge a complaint by sending an email or in writing to the following:

Email: [privacy@ag.gov.au](mailto:privacy@ag.gov.au)

Post: Privacy Contact Officer  
Freedom of Information and Privacy Section  
Attorney-General's Department  
Robert Garran Offices  
3-5 National Circuit  
BARTON ACT 2600

**#Please see appendix for full complaint process and form**