

# Faith & Love Collective



## Funerals, memorial services, and ashes scattering 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 Funerals, memorial services, and ashes scattering**

**Ceremonies** is for families and friends to say goodbye and to celebrate/talk about memories of their loved one's life journey.

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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 at time of confirmed booking.	\$xxx (non-refundable)
2	Funerals	\$xxx
	Memorials/ Ashes Scattering	\$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 2 days 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>		

**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.

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- 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 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 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.

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- 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 Ceremonies

<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>Funeral:</b> Tell me more about your loved one (i.e., name, what was their personality, likes, dislikes, etc)			
Are you including any rituals, readings, poetry, music, special wording or make special mention of a loved one?			
How many guests attending?			

### 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

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Is the space/area that has been allocated large enough to cope with the anticipated number of people attending?	Yes / No
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 are fire drills 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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## Funeral Ceremonial elements

### Poems

#### Footprints in the Sand

One night I dreamed a dream.  
As I was walking along the beach with my Lord.  
Across the dark sky flashed scenes from my life.  
For each scene, I noticed two sets of footprints in the sand,  
One belonging to me and one to my Lord.

After the last scene of my life flashed before me,  
I looked back at the footprints in the sand.  
I noticed that at many times along the path of my life,  
especially at the very lowest and saddest times,  
there was only one set of footprints.

This really troubled me, so I asked the Lord about it.  
"Lord, you said once I decided to follow you,  
You'd walk with me all the way.  
But I noticed that during the saddest and most troublesome times of my life,  
there was only one set of footprints.  
I don't understand why, when I needed You the most, You would leave me."

He whispered, "My precious child, I love you and will never leave you  
Never, ever, during your trials and testings.  
When you saw only one set of footprints,  
It was then that I carried you."

#### Afterglow - Unknown

I'd like the memory of me to be a happy one.  
I'd like to leave an afterglow of smiles when life is done.  
I'd like to leave an echo whispering softly down the ways,  
Of happy times and laughing times and bright and sunny days.  
I'd like the tears of those who grieve, to dry before the sun;  
Of happy memories that I leave when life is done.

#### The Star

A light went out on Earth for me

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The day we said goodbye  
And on that day a star was born,  
The brightest in the sky  
Reaching through the darkness  
With its rays of purest white  
Lighting up the Heavens  
As it once lit up my life  
With beams of love to heal  
The broken heart you left behind  
Where always in my memory  
Your lovely star will shine

## **Leave Me in Peace**

When I'm dead, cry for me a little,  
think of me sometimes – but not too much.  
Think of me now and again – as I was in life,  
at some moments it is pleasant to recall, but not for too long.  
Leave me in peace, and I will leave you in peace,  
and while you live let your thoughts be for the living.

## **Music**

- 1 There You'll Be – Faith Hill – Beginning
2. Memories – Maroon 5 – PowerPoint presentation
3. Fly – Celine Dion - ending

## **Rituals**

1. Light Candle
2. Plant a Tree

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## Funeral Ceremony Checklist

### Client details

<b>Client Name/s</b>		<b>Client/s Mobile number</b>	
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### Funeral Details

<b>Date</b>		<b>Start time</b>	
<b>Venue</b>		<b>Venue Address</b>	
<b>Funeral Director name</b>		<b>Funeral Director's mobile number</b>	
		<b>Resources Required</b>	
		<b>PA System</b>	<b>Yes / No</b>

### Deceased person details

<b>Full Name</b>		<b>Preferred name</b>	
<b>Date of Birth</b>		<b>Age at Death</b>	
<b>Place of birth</b>			
<b>Names of family members and their relationship with them</b>			

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<b>Pets</b>			
<b>Talents</b>			
<b>Childhood and school years</b>			
<b>Clubs, sporting associations</b>			
<b>Career</b>			
<b>Hobbies / Interests</b>			
<b>Community involvement</b>			
<b>Habits / personal characteristics</b>			
<b>Memorabilia</b>			
<b>Favourite places to visit</b>			
<b>Anecdotes / memories</b>			
<b>What will the family miss the most about them?</b>			
<b>Music</b>	Yes / No	<b>Artist</b>	
<b>Song</b>		<b>Meaning to person / Family</b>	
<b>Photo with frame?</b>		<b>PowerPoint presentation?</b>	

## Format

<b>Housekeeping</b>	
<ul style="list-style-type: none"> <li>• Turn of mobile phones</li> <li>• Fire exits</li> </ul>	
<b>Acknowledgment of Country</b>	Yes / No  Name of person giving acknowledgment:
<b>Opening address / introductions</b>	
<b>Introducing the music</b>	
<b>Eulogy</b>	
<b>Reading/s (personal or poems)</b>	

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<b>Tributes from other guests?</b>	
<b>*Check to see if family this*</b>	
<b>Reflection</b>	
<b>Committal</b>	
<b>Final Tribute (Song/Music)</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**