

Faith & Love Collective



Vow Renewals and Commitment Ceremony Information Kit

Table of Contents

Introduction

Purpose of Vow renewal and Commitment ceremony

Invoicing and refunds

FAITH AND LOVE COLLECTIVE and Clients agree to the terms and conditions

Photograph Consent release form

Preparing for Ceremonies (collection of information about your story and what you are wanting for your ceremony)

Venue Risk Assessment

Vow Renewal and Commitment Ceremonial Elements (give suggestions for Poems, Music, and Rituals)

Vow Renewal and Commitment Ceremony Checklist

Vow Renewal and Commitment Ceremony Checklist (to ensure that your ceremony runs smoothly)

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

Code of Conduct

Privacy and Confidentiality

Appendix

How to make a complaint form

Feedback Form

Faith & Love Collective



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 Vow Renewals and Commitment Ceremony is for the couple to commit and show their love, and connection to each other in front of their loved ones and special guest. Please note that this is not a Wedding.

Faith & Love Collective



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. | \$xxx |
| | Public Holidays | \$xxx |
| 3 | Life Stage Ceremonies & Funeral Celebrancy | |
| | Naming Day / Commitment / Renewal of Vows | \$xxx |
| | Funerals | \$xxx |
| | Memorials/ Ashes Scattering | \$xxx |
| | Citizenship/Anniversaries/Graduation/Special Birthdays/Divorce or moving on/House blessings | \$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 | | |
| Important Information: | | |
| <ul style="list-style-type: none">• Balance of fees to be paid 4 weeks before your ceremony date.• Fees may change without notice and additional fees may apply; fees exclude GST.• The non-refundable deposit fee of \$xxx is required to secure your booking. | | |

Faith & Love Collective



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.

Faith & Love Collective



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.
- 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 | |

Faith & Love Collective



Celebrant Signature:

Date:

Faith & Love Collective



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: |

Faith & Love Collective



Preparing for Ceremonies

| | | | |
|---|--|----------------------|--|
| Client's name | | Client's name | |
| Date | | Time | |
| Location | | | |
| Location – Plan B | | | |
| 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? | | | |
| Tell me the story of how you first met? | | | |
| How long have you been together? | | | |
| What is it that you love about each other? | | | |
| What does commitment mean to you both? | | | |
| Why can't you live without your partner? | | | |

Script

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

Faith & Love Collective



Venue Risk Assessment

| | | | |
|-------------------------|--|-------------------------|--|
| Client's name | | Clients Name | |
| Telephone number | | Telephone number | |

Venue Details

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

| | |
|---|----------|
| Vehicle access | |
| 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 |

| | |
|---|----------|
| Environment | |
| 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 |

| | |
|---|----------|
| Structure, layout, and location | |
| 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 |

Faith & Love Collective



| | |
|--|----------|
| 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 |
|---|----------|

List any other potential hazards that are identified (i.e., animals, chemicals, noise, candles, fireworks, etc)

| |
|--|
| |
|--|

Other areas of concern and further controls required

| |
|--|
| |
|--|

Faith & Love Collective



Vow Renewals and Commitment Ceremonial Elements

Poems

I'D MARRY YOU AGAIN BY CARLA FLAMM

Do you know how much I love you
How much you mean to me
I can't imagine my life without you
My world would be empty
It seems like only yesterday
I first looked in your eyes
But the years have passed so quickly
Much to my surprise
The life we've made together
Our children and our home
The memories we have to cherish
How much our love has grown
Through the good times and the bad
You've been right by my side
You've made me smile,
made me laugh
And wiped my tears when I have cried
You are my husband,
my companion
My lover,
and my best friend
If I had the chance to do it over
I'd marry you again.

I'LL BE THERE FOR YOU BY LOUISE CUDDON

I'll be there my darling, through thick and through thin
When your mind's in a mess and your head's in a spin
When your plane's been delayed, and you've missed the last train.
When life is just threatening to drive you insane
When your thrilling whodunit has lost its last page
When somebody tells you, you're looking your age
When your coffee's too cool, and your wine is too warm
When the forecast said "Fine", but you're out in a storm
When your quick break hotel, turns into a slum
And your holiday photos show only your thumb
When you park for five minutes in a resident's bay
And return to discover you've been towed away

Faith & Love Collective



When the jeans that you bought in hope or in haste
Just stick on your hips and don't reach round your waist
When the food you most like brings you out in red rashes
When as soon as you boot up the bloody thing crashes
So my darling, my sweetheart, my dear...
When you break a rule, when you act the fool
When you've got the flu, when you're in a stew
When you're last in the queue, don't feel blue 'cause
I'm telling you, I'll be there.

Love is Giving

Love is giving, not taking,
mending, not breaking,
trusting, believing,
never deceiving,
patiently bearing
and faithfully sharing
each joy, each sorrow,
today and tomorrow.
Love is kind, understanding,
but never demanding.
Love is constant, prevailing,
its strength never failing.
A promise once spoken
For all time unbroken,
Love's time is forever.

Anon

Natalie Neo Mar 2015
Commitment

Commitment is heavy
both on the heart
and on the shoulders.

Most forget and they crumple
under the weight of expectations
and romantic moments.

Commitment is like carrying you
through the sea but not
unloading you when things get rough.

Sometimes people get confused
about which valuables to keep
and which to abandon.

Faith & Love Collective



Commitment is like flying a plane
I get to lead and
direct us to the beautiful islands.

But it's never about me flying
it's about you landing and
never crashing you.

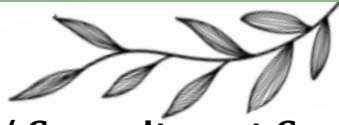
Music

1. Love Story – Taylor Swift
2. We are family – Sister Sledge
3. Save the best for last – Vanessa Williams

Rituals

1. Incense lighting
2. The lighting of a Unity candle

Faith & Love Collective



Vow Renewal / Commitment Ceremony Checklist

Client details

| | | | |
|-----------------------|--|--------------------------------|--|
| Client #1 Name | | Client #1 Mobile number | |
| Client #2 Name | | Client #2 Mobile number | |

Vow renewal / Commitment Details

| | | | |
|------------------------------------|--|--|-----------------|
| Date | | Start time | |
| Venue | | Venue Address | |
| Event planner name | | Event planner mobile number | |
| Photographer Name | | Photographer mobile number | |
| Other contact person/s name | | Other contacts person/s mobile number | |
| Interpreter name | | Interpreter Mobile number | |
| 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"> • Turn of mobile phones • Fire exits • Advise couple wishes i.e., no posting to social media etc | |
| Acknowledgment of Country | Yes / No Name of person giving acknowledgment: |

Faith & Love Collective



| | |
|---|--|
| Welcoming | Welcome to family and friends, my name is Coralie. |
| Introduction Speak about the couple's commitment to each other and what renewing their vows/commitment to each other means to them. Talk about anything the couple feels are meaningful/ and or significant. | |
| Reading Poetry or stories can be read | |
| The Asking | Example: Do you XXX present yourself here today to be joined in commitment with XXX, promising to be faithful and honest with each other? Etc ask couple what they would like |
| Ritual Section (circle one if applicable) | <ul style="list-style-type: none">  The lighting of a Unity candle  A family unity ceremony  Handfasting  Butterfly/dove release  Sand ceremony  Jumping over a broom  Sharing of wine  Incense lighting  Bell ringing  Ring warming |
| Summing up or Blessing Provide blessing to send the couple on their way | |

Faith & Love Collective



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.

Faith & Love Collective



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

Faith & Love Collective



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

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