

## Wedding 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.

**Purpose of Wedding Ceremony** is for the couple celebrate their connection, commitment and make promises to each other in front of their loved ones and special guest.



## Questionnaire

Tell me about your story together?

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 marriage mean to you both?	
Why can't you live without your partner?	
Any comments	



## Ceremony Request

### Wedding

#### Client details

<b>Client Name</b>	
<b>Client Name</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

#### Eligibility check (refer to *Division 2, Section 3B, Marriage Act 1961*)

<b>Have you already completed NOIM</b>	Yes / No	<b>Marriageable age</b>	Yes / No
<b>Are any of the parties lawfully married to someone else?</b>	Yes / No	<b>Are either party in a prohibited relationship (i.e., adopted or ancestor)</b>	Yes / No
<b>Consent (is it real for both parties)</b>	Yes / No	<b>Is interpreter required</b>	Yes / No
<b>Witness name #1</b>		<b>Witness name #2</b>	
<b>Professional Photographer and Name</b>	Yes / No	<b>Is your ceremony 'unplugged'</b>	Yes / No

#### Ceremony Details

<b>Date</b>		<b>Time</b>	
<b>Location</b>			
<b>Location - Plan B</b>			
What are you envisioning for your ceremony?			
What are the attributes and expectations you are looking for in your celebrant?			

#### Additional details:

Schedule of fees and Invoice provided to client/s	Yes / No
Terms of Agreement discussed and signed	Yes / No



Provide information on the complaints process	Yes / No
Ask how the client/s found out about FLC	

**NOIM**

<b>Details needed from each client</b> Date and place of birth Occupation Birth Certificate, passport, or Stat Dec Driver's license The total period of residences in Australia Occupation Address Details of previous marriage details (i.e., death, divorce, and Nullity) Children Fathers name and place of birth Mother's maiden name and place of birth	
Pre-marriage education/counselling provided to couple	Yes / No
ID Sighed	Yes / No
Provided "Happily Ever Before and After" flyer	Yes / No
Completed NOIM (reminder Pgs. 1 and 2 to be given to the couple. Pgs. 3, 4 and 5 to be sent to BDM)	



## Pre-Booking Form

### Client details

<b>Client Name</b>	
<b>Client Name</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

### Eligibility check (refer to division 2, Section 3B, Marriage Act 1961)

<b>Have you already completed NOIM</b>	Yes / No	<b>Marriageable age</b>	Yes / No
<b>Are any of the parties lawfully married to someone else?</b>	Yes / No	<b>Are either party in a prohibited relationship (i.e., adopted or ancestor)</b>	Yes / No
<b>Consent (is it real for both parties)</b>	Yes / No	<b>Is interpreter required</b>	Yes / No
<b>Witness name #1</b>		<b>Witness name #2</b>	

### Proposed Ceremony details

<b>Date</b>		<b>Time</b>	
<b>Location</b>			
<b>Location - Plan B</b>			
What are you envisioning for your ceremony?			
What are the attributes and expectations you are looking for in your celebrant?			

### Fees

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

### Schedule of services and fees

Item	Service	Cost (Includes Gst)	Fee Payable
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1	Booking Fee-non-refundable, payable immediately (includes deposited, the lodgement of Notice of Intention to Marry, and State Government Certificate.	\$ XX (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 50 km*.	*To be negotiated	
6	Suitable airfares and Accommodation	*To be negotiated	
7	Discount if applicable		
<b>Total Fees Payable</b>			\$
<b>Deposit amount paid</b>			\$
<b>Fee amount outstanding</b>			\$
<b>Payment Methods: Direct Deposit / Cash</b>			
<b>Important Information:</b>			
<ul style="list-style-type: none"> <li>Balance of fees to be paid 4 weeks before your ceremony date.</li> </ul>			
<ul style="list-style-type: none"> <li>Fees may change without notice and additional fees may apply; fees exclude GST</li> </ul>			
<ul style="list-style-type: none"> <li>The <b>non-refundable deposit fee of \$xxx</b> is needed to secure your booking.</li> </ul>			

**NOIM**

Person 1		Person 2	
Family Name		Family Name	
Given Name		Given Name	
Gender		Gender	
Occupation		Occupation	
Address		Address	



<b>Conjugal Status</b>	Never validly married Widowed Divorced Divorce pending	<b>Conjugal Status</b>	Never validly married Widowed Divorced Divorce pending
<b>Birthplace</b>		<b>Birthplace</b>	
<b>Date of Birth</b>		<b>Date of Birth</b>	
<b>Are parties related</b>		<b>Are parties related</b>	
<b>Parent 1 current name</b>		<b>Parent 1 current name</b>	
<b>Parent 1 full birth name</b>		<b>Parent 1 full birth name</b>	
<b>Parent 2 current name</b>		<b>Parent 2 current name</b>	
<b>Parent 2 full name</b>		<b>Parent 2 full name</b>	
<b>Parent 1 country of birth</b>		<b>Parent 1 country of birth</b>	
<b>Parent 2 country of birth</b>		<b>Parent 2 country of birth</b>	
<b>ID sighted</b>	Birth Certificate Passport Drivers Licence	<b>ID sighted</b>	Birth Certificate Passport Drivers Licence
<b>Pre-marriage education/counselling provided to couple</b>	Yes / No		
<b>Provided "Happily Ever Before and After" flyer</b>	Yes / No		
<b>Completed NOIM (reminder Pgs. 1 and 2 to be given to the couple. Pgs. 3, 4 and 5 to be sent to BDM)</b>			

**Office use: Initial meeting details**

<b>Date</b>		<b>Time</b>	
<b>Location</b>			
<b>May I please ask how you found out about my Celebrancy services?</b>			

*Faith and Love*

COLLECTIVE

CELEBRANT



**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 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 and Love*  
COLLECTIVE

CELEBRANT



Celebrant Signature:

Date:



## 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:



## Preparing for Your Wedding Ceremony

<b>Client's 1# name</b>		<b>Client's 2# name</b>	
<b>Date</b>		<b>Time</b>	
<b>Location</b>			
<b>Location - Plan B</b>			
How would you like to be introduced i.e., Mr and Mrs xx, Partners etc			
Would you like to include any rituals, readings, poetry, music, or special wording in your ceremony?			
How would you like to enter?			
How would you like to exit?			
How many guests do you have attending?			
Do you have a wedding party? And what are their names and roles?			
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 marriage mean to you both?

Why can't you live without your partner?

Is there anything else you would like to share about yourselves?

**Script/Ceremony format (celebrant use only)**

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



## 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>			

### 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
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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## Wedding Ceremonial Elements

### Poems

"A Wedding Toast," James Bertolino

"May your love be firm,  
And may your dream of a life together  
be a river between two shores  
by day bathed in sunlight, and by night  
illuminated from within. May the heron  
carry news of you to the heavens, and the salmon bring  
the sea's blue grace. May your twin thoughts spiral upward  
like leafy vines, like fiddle strings in the wind,  
and be as noble as the Douglas fir.  
May you never find yourselves back to back  
without love pulling you around  
into each other's arms."

"Touched by an Angel," Maya Angelou

"We, unaccustomed to courage  
exiles from delight  
live coiled in shells of loneliness  
until love leaves its high holy temple  
and comes into our sight  
to liberate us into life.  
Love arrives  
and in its train come ecstasies  
old memories of pleasure  
ancient histories of pain.  
Yet if we are bold,  
love strikes away the chains of fear  
from our souls.  
We are weaned from our timidity  
In the flush of love's light  
we dare be brave  
And suddenly we see  
that love costs all we are  
and will ever be.  
Yet it is only love  
which sets us free."

"The Privileged Lovers," Rumi

"The moon has become a dancer at this festival of love.  
This dance of light, this sacred blessing, this divine love,  
beckons us to a world beyond, only lovers can see with their eyes of fiery passion.  
They are the chosen ones who have surrendered.  
Once they were particles of light, now they are the radiant sun."



They have left behind the world of deceitful games.  
They are the privileged lovers who create a new world  
with their eyes of fiery passion."

"I Carry Your Heart With Me," E.E. Cummings

"I carry your heart with me (I carry it in  
my heart) I am never without it (anywhere  
I go you go, my dear; and whatever is done  
by only me is your doing, my darling)

I fear

no fate (for you are my fate, my sweet) I want  
no world (for beautiful you are my world, my true)  
and it's you are whatever a moon has always meant  
and whatever a sun will always sing is you

here is the deepest secret nobody knows  
(here is the root of the root and the bud of the bud  
and the sky of the sky of a tree called life; which grows  
higher than soul can hope or mind can hide)  
and this is the wonder that's keeping the stars apart"

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"Stardust," Lang Leav

"If you came to me with a face I have not seen, with a name I have never heard, I would still  
know you. Even if centuries separated us, I would still feel you. Somewhere between the sand  
and the stardust, through every collapse and creation, there is a pulse that echoes of you and I.

When we leave this world, we give up all our possessions and our memories. Love is the only  
thing we take with us. It is all we carry from one life to the next."

### **Music**

1. I (can't help) Falling in Love with you – UB40 (beginning)
2. Stand by me – Ben E. King (signing)
3. My Universe – Cold Play (wrap up)

### **Rituals**

1. A family unity ceremony
2. Butterfly/dove release



## Wedding Ceremony Checklist

### Client details

<b>Client #1 Name</b>		<b>Client #1 Mobile number</b>	
<b>Client #2 Name</b>		<b>Client #2 Mobile number</b>	
<b>Witness #1 Name</b>		<b>Witness #1 Mobile number</b>	
<b>Witness #2 Name</b>		<b>Witness #2 Mobile number</b>	

### Wedding Details

<b>Date</b>		<b>Start time</b>	
<b>Venue</b>		<b>Venue Address</b>	
<b>Weeding planner name</b>		<b>Wedding planner mobile number</b>	
<b>Photographer Name</b>		<b>Photographer mobile number</b>	
<b>Other contact person/s name</b>		<b>Other contacts person/s mobile number</b>	
<b>Interpreter name</b>		<b>Interpreter Mobile number</b>	
<b>Special key people's names to be acknowledged</b>		<b>Rituals being performed</b>	
<b>Name of Pets in attendance</b>		<b>Pet sitter name and mobile number</b>	
<b>Plan B - Location</b>		<b>Resources Required</b>	
		<b>PA System</b>	<b>Yes / No</b>
		<b>Table and Chair for signing</b>	<b>Yes / No</b>
<b>Relationship Education completed</b>	Yes/No		

### Rehearsal

<b>Date</b>		<b>Time</b>	
<b>Venue</b>		<b>Venue Address</b>	

### Wedding Format

<b>Housekeeping</b>	
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<ul style="list-style-type: none"> <li>• Turn of mobile phones</li> <li>• Fire exits</li> <li>• Advise couple wishes i.e., no posting to social media etc</li> </ul>	
<p><b>Acknowledgment of Country</b></p>	<p>Yes / No</p> <p>Name of person giving acknowledgment:</p>
<p><b>Welcoming</b></p>	<p>Welcome to family and friends, my name is Coralie.</p> <p>Welcome to any family who travelled from overseas</p> <p>Acknowledge joining cultures and or if both marrying for second time and both have child from previous marriage</p>
<p><b>Giving away</b></p> <p>E.g., of the wording 'who present this bride/groom/woman/ man/ name to be married today?</p> <p>Options couple or parent can light a candle, one for each party. These candles may be used at end of the ceremony to light their marriage candle.</p> <p>Blend solemnity and humour if appropriate</p>	<p>Are you having someone give you away?</p> <p>Yes / No</p> <p>If yes - name of person and relationship to you?</p> <p>If no – the bride does not wish to be given away but would like xxx to affirm their blessings on the marriage</p>
<p><b>Introduction</b></p> <p>Speak about the couple's commitment to each other and what marriage means to them.</p> <p>Talk about anything the couple feels are meaningful/ and or significant.</p> <p>You can tell a story about the couple – keep it short and meaningful.</p>	
<p><b>Reading</b></p> <p>Versus or Poetry can be read by a family member or friend.</p>	



<p>Make sure that the placing of the reading or verse is related to the meaning of the verse.</p>	
<p><b>Monitum (mandatory)</b></p>	<p><b>"I am duly authorised by law to solemnise marriages according to law."</b></p> <p><b>"Before you are joined in marriage in my presence and in the presence of these witnesses, I am to remind you of the solemn and binding nature of the relationship into which you are now about to enter."</b></p> <p><b>"Marriage, according to law in Australia, is the union of two people to the exclusion of all others, voluntarily entered into for life"</b></p>
<p><b>The Asking</b></p>	<p>Example: Do you XXX present yourself here today to be joined in marriage with XXX, promising to be faithful and honest with her as long as you both may live?</p>
<p><b>Legal Vows (Mandatory)</b></p>	<p><b>"I call upon the persons here present to witness that I, A.B. (or C.D.), take thee, C.D. (or A.B.), to be my lawful wedded wife (or husband, or spouse)."</b></p>
<p><b>Vows (additional/personal)</b></p> <p># couple can add written or poetic personal vows after the legal vows are completed.</p>	
<p><b>Ring exchange</b></p> <p>Ring ceremony can be included in vows</p> <p>Ask how rings are being presented? Will both parties wear a ring?</p>	
<p><b>The Pronouncing</b></p> <p>Announce the couple as 'Husband or wife' or Souse, partner (check with the couple what they would like to be called)</p>	
<p><b>The signing of the Register</b></p>	<p><b>The couple and two witnesses to sign the two copies of the official certificate of marriage and the form 15 Marriage Certificate.</b></p>



	<p><b>Invite witness by name to join the couple at the signing table.</b></p> <p><b>Advise guests what is happening and what they are to be doing while signing is taking place by the couple.</b></p> <p><b>Ie - have music playing</b></p>
<p><b>Ritual Section (circle one if applicable)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The lighting of a Unity candle</li> <li><input type="checkbox"/> A family unity ceremony</li> <li><input type="checkbox"/> Handfasting</li> <li><input type="checkbox"/> Butterfly/dove release</li> <li><input type="checkbox"/> Sand ceremony</li> <li><input type="checkbox"/> Jumping over a broom</li> <li><input type="checkbox"/> Sharing of wine</li> <li><input type="checkbox"/> Incense lighting</li> <li><input type="checkbox"/> Bell ringing</li> <li><input type="checkbox"/> Ring warming</li> </ul>
<p><b>Conclusion</b></p> <p><b>Keep brief and acknowledge other parties. Announce any further details to guests while you have their attention i.e., couple going to get photos taken etc</b></p>	
<p><b>Summing up or Blessing</b></p> <p>Provide blessing to send the couple on their way</p>	
<p><b>Congratulations and Presentation</b></p> <p>Congratulations Mr and Mrs xxxxx (as agreed on NOIM)</p>	
<p><b>Recessional</b></p> <p>The couple leaves the ceremony area, followed by the bridal party</p>	<p><b>Couple to advise music to be played:</b></p> <p><b>Artist</b> _____</p> <p><b>Song Name</b> _____</p>

**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 Marriage celebrant, and I am on my way to rehearsal/ceremony. To find couples 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).

- Couple will be given copy of this policy and be advised to bring their ID to wedding.
- List of emergency celebrants will be located on way in my office.
- Blank copies of the declaration of legal impediment to marriage forms will be in briefcase.

## 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**



## 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**