

# *International College of Celebrancy*



College Graduation Classes - now the best celebrants in the country !

Information for Enquirers - Certificate IV in Celebrancy



# Greetings and Welcome! – Why the College?

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Master on DRM

**What are you looking for** in your celebrant training? Are you looking for an easy option - a cheap course, full of false promises and a quick and usually meaningless qualification?

Or are you looking for the **best celebrancy courses** in the world: A course that will provide you with professional and relevant celebrancy training, education and ongoing support? Look no further, for this is what the *International College of Civil Celebrancy* offers you. We are the best and we know it. We have the experience, the dedication and we have the track record of producing the best materials, the best graduates - and the best teaching and training methods.

You will find **we don't make false promises, or exaggerate who we are in order to sell courses, or demand testimonials before we issue a qualification.** Our courses are our own. To become a professional celebrant is not easy.

Did you know that in 2003 there were **1600 authorised celebrants (too many in our opinion) and since then the government has appointed another 10,000 (!)** increasing daily, whilst the number of marriages in Australia has stayed the same! So you will have to be pretty good even to make a part time income.

However, if you believe you have **that special something** to become a ceremonial leader, we are for you. If you want to understand ceremony and ritual to enrich your community and your family life, and yourself - really good reasons to study celebrancy - why not do your course from those who know what they are talking about?

If you are an authorised celebrant wishing to improve your understanding of ceremony and ritual, your skills, and depth, we are for also you.

You would realise there is an **ethical obligation to know what you are doing** when you officiate at important events in people's lives.

You will find that **we, at the College, are for real.** You'll discover **why we believe in ceremony.** You will come to appreciate ceremonies are an essential component of our culture. You will become convinced that a culture rich in ceremonies - ceremonies of acknowledgment, of recognition, of bonding and of support - enrich human life. You will be inspired to realise how good ceremonies in individual lives add to the sum total of human happiness. Human happiness is what this College has always been about.

As one of our valued students, **you will receive support, information and inspiration all the way through.** (We don't just take your money and wave goodbye!). Our students always have the five core members of the college team (plus two in the UK) accessible through e-mail and phone.

Here they are:

- Registrar: **Yvonne Werner CMC: 03 9419 0460 -0411 128 285**  
[celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)
- Student Liaison: **Diane Storey CMC - 0417 106 275 -**  
[pamir@bigond.com](mailto:pamir@bigond.com)





- Project Manager: **Remi Messenger CMC** - 0422 629 905 - [remib1@mac.com](mailto:remib1@mac.com)
- Dean of Studies: **Dr Chris Watson CMC**, 03 9499 4977, [messmate@netspace.net.au](mailto:messmate@netspace.net.au)
- Principal: **Dally Messenger III CMC** - 0411 717 303 - [dallymessenger@mac.com](mailto:dallymessenger@mac.com)
- Teacher: **Melissa Halliday B.Llb. CMC**
- Teacher: **Carol Astbury CMC**
- Teacher: **William Peacock OAM CMC**
- Teacher: **Genevieve Messenger BA CMC**

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In the UK -

Mr Neil Dorward DipFC, Day: 07752 212 067, Evening: 01259 781280 - [neil@bespokecivilceremonies.co.uk](mailto:neil@bespokecivilceremonies.co.uk)

Terri Shanks, - +44 1903 602795 [terri@sussexcelebrant.co.uk](mailto:terri@sussexcelebrant.co.uk)

You will come to see that we continue **to support you after your studies**, when you are facing the challenges of creating best practice ceremonies in the real world.

You will be impressed by the long history of our **student/graduate support base**. You will be able to stay in touch with each other in our **e-mail forum** and in many other ways.

**Any Questions?  
Ring Diane Storey  
0417 106 275**

You will be encouraged to attend (observing protocols) ceremonies, learn from your colleagues, and enrich each other by sharing experiences.

From the moment you become one of us (as a student) you can join our ongoing email forum for staff, students and graduates run by triple graduate celebrant Lynnette Olsen - [lynnette@lynnetteolsen.com](mailto:lynnette@lynnetteolsen.com))

You need a team which is really well qualified in Education, as well as in Celebrancy and in all the associated skills that matter.

At the College, you will **not be subjected to inexperienced amateurs**. You have assisting you, our team who are all experienced celebrants and educators. All of us are authorised marriage celebrants. You know already that there is simply **no substitute for real competency**. (We have watched with dismay over the last six years as training establishments developed and non-celebrants taught other non-celebrants how to be celebrants and how low standard celebrants imparted their limited knowledge to others.)

As a business venture, the College also needs to be viable. However **we have never been about making money for its own sake**. Unlike many other money oriented training organisations, our ethos and objective is to comprehensively prepare you for the world of professional Civil Celebrancy.

You will be encouraged to know that **the principal of the College, Dally Messenger III, has a track record** of being involved with civil celebrancy from the beginning. He was

asked by the founder, **Attorney-General Lionel Murphy**, to become the first secretary of the *Association of Civil Marriage Celebrants of Australia*, founded in 1974. He has taken, with Murphy's encouragement, a leadership role in all the years since. He has taught and mentored celebrants since 1974.

You may be interested to know that Dally also was the leading teacher when **Celebrancy began in the USA**. He has been involved in lecturing and encouraging independent civil celebrants in the United Kingdom. He was the invited guest speaker in New Zealand for three consecutive major conferences. He was the foundation president of the first Funeral Celebrants Association of Australia, and the foundation president of the Australian Federation of Civil Celebrants. In 2009 he was invited back to their national conference as its keynote speaker.

Dally is the compiler-author of the best selling resource book on civil ceremonies, *Ceremonies and Celebrations*, now in the fourth printing of its fourth edition.

You will see the results of the **College work since 1995 in the high calibre of our graduates**- the result of quality training and education. In addition to initial training, we have followed up by Ongoing Professional Development - producing over 12 textbooks, and many celebrancy information booklets that have been universally acclaimed.

In studying with the College, you know that **value for money always trumps shabby cheapness** - in training for celebrancy - as in celebrancy itself.

Finally, you should train with the college because **our students acclaim us**. Why not read their testimonials and proceed with confidence. **(There are some Testimonials later on in this booklet. There are more on our websites.)**

## Certificate IV in Celebrancy

Training in Celebrancy has just been through an extensive review in Australia and new national requirements have been established, which formally began in February 2010. *The International College of Celebrancy* has developed training courses for celebrants since 1995, with materials created by experienced celebrants, academics and other professionals.

Since Nationally Recognised Training began in 2003, the College has been authorised to teach marriage celebrants by the Attorney-General's department. We are now once again accredited to teach the new qualifications.

Please be aware that only authorised marriage celebrants are required by law to have this training. However, celebrants who wish to specialise in funerals, namings and other ceremonies also need professional education in order to understand and effectively facilitate meaningful service to their clients.

### Centrelink

Those applying for funds from Centrelink, need to quote our Registered Training Organisation (RTO) - International College of Celebrancy Provider No. **21767**

Qualifications are now of greater significance in the highly competitive marketplace in many areas of Australia. As celebrants, based on the Australian model, are now operating in Canada, USA, UK, New Zealand and Europe, the College operates as International, with appropriate adaptations. Over many years, the College (established 1995) and its founder, Dally Messenger, a pioneer of celebrancy, have supported the highest standards and best practice within this important profession. We invite you to join this proud tradition of care and experience.

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5. Orientation for Students (Important details about us and our policies, which we are legally required to bring to your attention).
6. Enrolment Form



# International College of Celebrancy

(Established 1995)

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Email: [celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)

Dear Enquirer

Thank you for your interest in becoming a Celebrant! If you are already a Celebrant, we respect your interest in gaining deeper knowledge, skill and further qualifications within your profession!

*The International College of Celebrancy* is an educational organisation, established in 1995, dedicated to promoting the use of ceremony to mark the milestones and transitions in the lives of individuals, families, communities and organisations. Celebrants are trained professionals who believe in the power and effectiveness of ceremony and ritual to serve the basic needs of society and the individual. The Celebrant's mission is to help the client create a ceremony that reflects his or her beliefs, philosophy of life, and personality. The Celebrant's personal beliefs are irrelevant to this task. However, skills - the craft of ceremony and the dynamics of human interaction - are essential for professional integrity and success.

The College educates and trains students to become professional Celebrants by offering the *Certificate IV in Celebrancy* as well as three Diploma tracks: Marriage Celebrancy, Funeral Celebrancy, and General Celebrancy. Further studies on the business aspect of celebrancy result in an Advanced Diploma in each category. Further studies still in History and Spirituality lead to a Graduate Diploma in Celebrancy. **This booklet will focus on the Certificate IV which is currently the nationally recognised training for Australian students.** (You may request our other enquirer's information booklet on the Diploma courses.)

We believe we have developed (and are still developing) our courses so that they have **quality, depth, integrity, substance and effectiveness**. We also believe they are the best **value for money**.

Courses are by **Distance Learning** and/or, or augmented by, Face-to Face classes in Melbourne and elsewhere. **Unit Guides** with texts, audio, CDs, DVDs, digital files and website links are provided. Additional DVDs available on loan. There is an email forum of graduates and celebrants, and email and telephone assistance.

We have developed and are developing a number of low cost mechanisms for mutual assistance for our students so that we can keep fees down, but still give the maximum interest and assistance. These include conferences and seminars, a student liaison person, local coffee shop and evening meal meetings, There is a student and graduates association. We assist students to observe experienced celebrants on a short term basis according to proper protocols before they officiate on their own.

The competent Celebrant must have that blend of knowledge, attitude and skills, which enable him or her to create, in collaboration with clients, ceremonies of power and effectiveness. Celebrations are the signposts of every person's life. They are moments that are often a significant mark in a larger community.

Our Courses in Celebrancy are devised by experienced and aware Celebrants. It is educationally underpinned by our consultant and Board Chairman, **Professor Michael Parer**, an acknowledged world authority in Distance Education. We have had detailed input from **Ms Terese Archibald**, experienced consultant in competency based training. **Dr Wendy Attwater** and the late **Mr Con Lowell**, of our original Registered Training Organisation, were very knowledgeable trainers who developed clear nationally based protocols for our courses.

The Dean of Studies, **Dr Chris Watson**, has studied and lectured in Universities in Canada, the United Kingdom, and Australia.

**Dally Messenger**, the Principal, is an experienced teacher and university lecturer with three tertiary qualifications in education. He has been a civil celebrant for over 35 years since the establishment of civil celebrancy by Lionel Murphy in 1973.

**Jane Day**, a prominent speech and voice coach and an accomplished celebrant, has written several published books, which are used in our courses. For a long while she taught our students voice and speech training.

**Yvonne Werner** is an excellent teacher, celebrant and manager of the Celebrants Centre in East Melbourne.

**Diane Storey** is an outstanding marriage celebrant and a pioneer funeral celebrant of extraordinary reputation.

**Remi Barclay Messenger**, Trainer and Assessor, comes from years of program design and teaching in America at schools including New York and Rutgers Universities. Dr Watson, Mr. Messenger and Remi Messenger also have their required *Certificate IV in Assessment and Workplace Training* as well as being active celebrants.

Our course offers you an opportunity to contribute to a new and exciting era for our culture, one where high quality, personalised and dignified ceremonies are available to all.

Sincerely,

Dally and Remi Messenger

[www.celebrancy.com](http://www.celebrancy.com) or [www.collegeofcelebrancy.edu.au](http://www.collegeofcelebrancy.edu.au)

***Important Notice - for those who wish to apply to the Attorney-General of Australia to become Authorised Marriage Celebrants: completion of the course does not guarantee authorisation. The applicant must then apply to the Department. You can find information***

*about the application process directly from the Attorney-General's Department, Marriage Celebrants Program in Canberra by phone 02 6234 4800 or go to the internet: [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants) . The Department warns all students that it is very difficult - due to the high numbers of celebrants - to expect to earn a living from celebrancy.*

## Summary descriptions of the Units and Elements within the Certificate IV in Celebrancy: \*\*\*

\*\*\*Every student must select 13 units for this qualification. The first 13 described below will qualify you to apply to become an authorised marriage celebrant as well as giving you training to become a funeral celebrant.



# *International College of Celebrancy*

Registered Training Organisation No 21767

## Certificate IV in Celebrancy

### Compulsory units

#### 1-CHCADMIN305D

Work within the administration protocols of the organisation

### Description

Work within the administration protocols of the organisation?

What organisation, you may well ask?

Let us make a decision here so that we understand what this Unit of Competency is all about. The organisation is your own business as, let us say, a Marriage and Funeral Celebrant.

As you have serious responsibilities to the community, to the culture and the law you have to operate under certain “protocols”. To put it another way, you must have certain systems in place to run your business effectively and responsibly. So this Unit of Competency is about general principles of administration. You have to keep certain records for Taxation purposes - you must also safely keep documents for Income Tax and GST purposes. As a Marriage Celebrant you are also required to keep strict records - some for at least seven years. When clients entrust you temporarily with important documents you must file them efficiently so that you can find them them and retrieve them when needed. You must file them securely

so that their privacy is protected.

Taxation, Privacy, Marriage, Copyright, Statutory Declarations, Trade Practices, Discrimination, Insurance and other laws demand that you observe certain protocols and demands that put in place systems which work for you i.e for your protection and that of your clients. You also need to know about insurance (public liability, professional indemnity, accident and other), professional association membership, occupational health and Safety (OHS) and continuing professional development (OPD).

You also need to avoid conflict of interest, if you are involved in other businesses or employment which might compromise your celebrancy practice. Sometimes more important even than the law, are the demands of morality and ethics. For example, you are morally bound to turn up punctually and before time for a rehearsal or a marriage ceremony, which you have booked with a couple. You may not break the law as such if you are late or forget a rehearsal, but it is not moral to treat responsibilities in a cavalier and careless way. So you must keep an efficient diary and a backup and reminder systems if your procedures could fail.

Humanum est errare. It is human to make mistakes. But good systems are there to avoid harmful mistakes. So this unit is to communicate good principles of administration and the necessity of administrative awareness.

## Elements:

1. Complete workplace forms and documents -
2. Store and maintain organisation information.
3. Use and maintain equipment and machines.
4. Manage inquiries in accordance with organisation policy and protocol.

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## 2-CHCCEL401A

### Work effectively in a celebrancy role

## Description

This promises to be the most enriching of the thirteen units of competency in this Certificate IV Course. Why? Because it is about celebrancy!

Celebrancy in itself is about adding to the sum total of human happiness by enriching human lives through ceremony. It is about culture. Civil Celebrancy is the adjustment we are making from a culture dominated by religion to a culture which draws on, draws strength from, the values held by the general community.

It involves the understanding and awareness of cultural rights, multicultural contributions, and the place of the visual and performing arts in the culture and in ceremonies as the markers and milestones of the culture. There is hardly an art form that does not find its expression in ceremony - dance-

choreography, music, song, poetry in a special way, prose and symbolism.

As place is important in ceremony - the visual arts of architecture, interior design, and landscape gardening. And when one thinks about it - fashion design, dressmaking, hairdressing, the “beauty” arts - photography and videography.

What is a celebrant? What are the origins of civil celebrancy? What is the unique task of the celebrant?

We will study the structure of the ceremony of the Inauguration of President Obama? We examine the question - why did he and we need a ceremony? Why did not he, once elected, simply go to his desk in the Oval Office and start work?

Why is it that the federal government does not mind gay persons registering their relationships but draws the line at gay people having a ceremony?

What do ceremonies do? For the community? For the society? For individual people?

Finally we will discuss how a ceremony should be planned, rehearsed and delivered.

## Elements:

1. Work within the role of the celebrant.
2. Plan ceremony.
3. Organise ceremony.
4. Perform public or private ceremony.
5. Undertake administration relevant to celebrancy work.

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## 3-CHCCEL406A

### Identify and address client needs in a Celebrancy role

## Description

The celebrant task requires a number of personal skills. Some of these can be learned, and if you have them already, they can be clarified and strengthened in this context.

There are some obvious attitudes and mechanisms, which are essential to understanding client needs. These include gathering resources of literature and ritual for a wide range of clients and ceremonial options.

The most obvious in a multicultural society is for the celebrant to get clear that people think differently and have different values to the ones she possibly has. A knowledge of the main religious, non-religious, spiritual, secular-spiritual, political and socio-economic streams that make up our culture. So a lot has to do with a knowledge of, an understanding of, and a respect for the values and life styles of others. It involves open mindedness, flexibility and tolerance.

Sensitivity to these needs will result in ceremonies that mean much more to the client, and are authentic and relevant.

## Elements:

1. Establish and maintain client relationships.
  2. Clarify client needs
  3. Match services to client needs
  4. Follow up ceremony
- 

## 4-CHCCOM403A

### Use targeted communication skills to build relationships

#### Description

The key to effective communication skills in this context is Listening Skills. We will discuss the idea of “kaizen” (Japanese for continuous improvement-- slow, incremental but constant) and David Oldfield of Washington DC on the definition of celebrant as the Professional Listener.

It also involves getting through to the person who is a limited or poor communicator and eliciting necessary information.

It also means observation skills - how a home is decorated, what objects are displayed, what books are on the shelf, what CDs and DVDs are in the collection, how the people dress can communicate the sub-culture, level of education and life style of the client. What sort of computers, what software is used is also a pointer. The celebrant knows what resources to suggest and what information may be helpful.

As most people are getting married for the first time (or even the second!) the celebrant has to explain many factors which to her may be obvious but about which the client may have no awareness. Judging what information, what details and what resources will be helpful to the client is an important aspect of communication in this context.

## Elements:

1. Communicate effectively with clients and staff
  2. Contribute to the implementation of effective communication strategies
  3. Use specific communication techniques to maintain constructive interaction
  4. Facilitate discussions
  5. Identify communication strategies to build relationships with clients who are involuntary or present communication challenges
- 

## 5-CHCCS400A

### Work within a relevant legal and ethical framework

## Description

The relevant Legal framework has been touched on in CHCADMIN305D and marriage law will be treated in detail in CHCCEL402A. In this Unit of Competency we will discuss the difference between Statute and common law, and between an Act of Parliament and the Regulations made under it. Then there follows the question of interpretations of the law on which opinions may differ.

The most important issues, of which we aim to make the student aware, and which are so much needed in our capitalist society, are the obligations of morality and ethics.

This is where professional associations, which operate under a Code of Ethics and a Standard of Service, can be very helpful. The Code of Practice for celebrants which is a document with the force of Law in the Marriage Regulations also indicate the morality and ethics which should characterise the attitudes of the responsible and professional celebrant.

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The most obvious moral obligation of the celebrant is not to be diverted from her central task – the co-creation of the very best possible ceremony that she can do, in the circumstances.

## Elements

1. Demonstrate an understanding of legislation and common law relevant to work role
2. Follow identified policies and practices
3. Work ethically
4. Recognise and respond when client rights and interests are not being protected

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## Compulsory Electives required for Marriage Celebrancy

The following four electives - 6, 7, 8, 9 - are required to apply for registration as a marriage celebrant with the Australian Attorney-General's Department.

### 6-CHCCEL402A

**Establish and maintain knowledge of legal responsibilities of a marriage celebrant (Note pre-requisite: CHCCEL401A)**

## Description

This is demanding Unit of Competency which requires that the celebrant have a knowledge of those parts of the Marriage Act 1961 and the Marriage Regulations 1963 which are relevant to her role as a civil celebrant (or a clergy person). It also requires that the celebrant knows the current interpretations of how these operate in practice.

A thorough knowledge of how these laws, regulations and procedures operate for most marriages is basic.

## Elements

1. Address legal requirements to work as a marriage celebrant
2. Demonstrate understanding of provisions of the Marriage Act 1961 and Marriage Regulations 1963 regarding marriage in Australia

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### 7-CHCCEL403A

**Develop an effective relationship with a marrying couple (Note pre-requisite: CHCCEL402A)**

## Description

Communication is basic in the celebrant-couple relationship. The bride and groom need to feel “comfortable” with their celebrant. The need to be assured that she will listen, that she will suggest possibilities for their ceremony. That she will be a knowledgeable resource person. That she will be reassuring and open to communication.

This Unit will seek to enhance the natural qualities of your personality so that you improve your understanding and your knowledge to connect with your clients. You will also be supported to develop methods, forms, techniques and material to elicit the personal stories and language from the couple to build the ceremony content.

It is important also that you devise mechanisms for feedback so that you can learn from them and constantly, by Kaizen, improve your own skills and performance.

## Elements

1. Communicate effectively with a marrying couple
2. Address issues and problems in relating to a marrying couple
3. Provide information about family relationship services
4. Discuss administrative issues with the couple
5. Seek feedback from the marrying couple

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### 8- CHCCEL404A

**Plan a marriage ceremony in line with legal requirements (Note pre-requisite: CHCCEL402A)**

## Description

A good wedding does not happen by fluke. It consists of careful planning and attention to hundreds of details. The metaphor to consider in all the College of Celebrancy courses is the TV series “Grand Designs” - a BBC program shown on the ABC. The series depicts accounts of couples who wish to build their dream home. To do so, they employ an architect. Together the professional and the amateurs “create” the house. The architect respects their ideas and advises them what will work, and what won’t, what’s necessary legally and for the safety and strength of their home. He gives his best advice and guidance. It is similar with a professional celebrant and her clients. She might be called the architect of the ceremony and TOGETHER they co-create the ceremony. We will seek to prepare the celebrant/ student to be aware of all these details and how to become competent in this collaborative dynamic.

This unit will cover the legal procedures and routines that unfold in the preparation for all marriage ceremonies, including initial paperwork, and necessary language within the ceremony. It also considers issues of insurance and various arrangement/ agreement forms.

### Elements

1. Address legal requirements to work as a marriage celebrant
  2. Prepare for marriage ceremony in line with legal requirements
  3. Assist couple to plan a marriage ceremony in line with legal requirements
- 

## 9-CHCCEL405A

**Conduct and review a marriage ceremony in line with legal requirements.  
(Note pre-requisite: CHCCEL402A)**

### Description

The Preparation is done. The legal and administrative procedures are all in place. The day of the wedding dawns. What preparation, what logistics must be in place? About what contingencies should the celebrant be aware? How does the weather play a part in what may happen? What should be ready at the place of the wedding? How does the celebrant ensure that the ceremony goes smoothly? What habits of experienced celebrants have served them well in many situations such as double checking all procedures, papers, names and signatures at the appropriate time in the process?

What is the experience of the ceremony - for the couple, the families, the guests and the celebrant? What skills are necessary to be effective during the ceremony and be able to respond to the unexpected?

After the ceremony is over, how can the celebrant find out what really went well and what didn’t? What are her blind spots? What might be the danger of praise? Opportunities for honest de-briefing and feedback.

## Elements

1. Address legal requirements to work as a marriage celebrant
  2. Finalise arrangements for marriage ceremony
  3. Conduct ceremony
  4. Follow up and review ceremony
- 

## Other relevant electives

The following grouping of relevant electives is provided to facilitate selection.

## Funeral Celebrancy

### 10- CHCCS426A

#### Provide support and care relating to loss and grief

## Description

This Unit of Competency will be coloured by the conviction that the best support for persons who have lost a loved person is to do the best job possible of the Funeral Ceremony.

The first course for celebrants was in Funeral Celebrancy about 1990. Wonderful celebrants like Diane Storey, Brian and Tina McInerney, Kathleen Hurley, Rick Barclay and Beverley Silvius pioneered. The College of Celebrancy, established in 1995, was built on this foundation.

The feedback over the years is clear that one of the most helpful sources of knowledge and inspiration in this area is the small classic text - *Coping with Grief* by Mal McKissock. This will be the main source.

McKissock discusses, inter alia, “normal Grief”, anniversaries, physical and emotional reactions, the Funeral, children, gender differences, sexuality, and the possible consequences of bereavement.

How the grief of client families impacts on the celebrant will be covered by other articles and interviews.

## Elements

1. Identify effects and impact of loss and features of grief
2. Engage empathically with people who are living with loss
3. Provide support for individuals who are grieving and identify potential for healing and growth
4. Identify, inform and refer to appropriate grief and bereavement care services and resources

5. Identify and recognise risks associated with grief and bereavement support
  6. Access appropriate supervision and debriefing
  7. Review and evaluate grief and bereavement support provided.
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## 11- SIFFNL003A Arrange funerals

### Description

There is no short cut to a good Funeral. The key to a successful meaningful Funeral which comforts the bereaved is **preparation**. Listening skills once again is the basic attitude and expertise that the Funeral Celebrant must possess. Good systems, worked out by the best celebrants over the years will be communicated to the student by various written and audio methods.

It is difficult area to observe i.e. “shadow” a professional celebrant in the preparation process, but sometimes we can achieve it.

An essential part of any and every funeral is the **checking process**. One word wrong, one fact wrong can so distress people that all your other work is negated. It is a “no mistakes allowed” process.

### Elements

1. Identify funeral needs
  2. Arrange funeral
  3. Review and finalise funeral arrangements.
- 

## 12- SIFFNL009A Plan and conduct a funeral ceremony

### Description

Once the Funeral Ceremony has been planned, checked and finalised with the family, the celebrant then concentrates on making sure it is delivered properly. Sometimes, especially if it a large funeral, a rehearsal is necessary. Music and volume levels have to be worked out with an assistant or the Funeral Director. If there are eulogists , readers and singers, they have to be organised. Portable PA systems may be necessary if there is a grave side service. Other microphone and sound systems need to checked out also. Liaison with the Funeral Director is essential.

## Elements

1. Plan funeral ceremony.
2. Prepare ceremonial address
3. Perform funeral ceremony
4. Review funeral ceremony.

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### 13- SIFIND001A

#### Work effectively in the funeral services industry

1. Develop funeral services knowledge and skills
2. Identify and comply with workplace requirements.
3. Work effectively with others.

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### Authentication of your work.

You will understand that, as a Distance Learning Educator, we are obliged to ensure that the Assignments and Reports you submit are your own work. So from time to time we will discuss these with you on the phone or in person.

Sometimes it may be opportune to ask an appropriate person (such as a Voice and Speech Advisor or an assisting Celebrant) to report on the quality of your practical work assignments.

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### Provided

Texts, CDs, and DVDs are physically provided.

A few sources (not many) may be provided electronically - as PDFs or Movies - some students may prefer this for searchable purposes. Some very few sources will be web addresses.

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### Certificates and Graduation – Diplomas

Certificates of Completion will be issued on Completion of all 13 Units for Certificate IV. Completion of each individual unit will be acknowledged by the Dean of Studies.

Every two years or so the College holds **Graduation Ceremonies to which all are invited.**

Graduates of the Certificate IV Course are invited to undertake further study with the College's Diploma Courses.

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## Testimonials and Reflections on the ICC Course of Training for Celebrant Ceremonies

*We have hundreds of these! Here are a few.*

I believe we have the best course of study out there. It is magic.

**Lynnette Shell**

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One of the things I have appreciated in both units studied to this point is that the study notes offer much more than being just study notes. They are real articles and support materials which should be kept for future reference. There is a great deal of valuable information which can assist the new Celebrant in the construction of his/her first funeral ceremonies.

**David Glover**

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Thanks a million for your comments. I have thoroughly enjoyed all my studies with the College and am most grateful to you for all your positive comments throughout. Since I wrote to you last I have facilitated two funerals and they were a great "success". I got some really good comments from the families and the Funeral Director involved which has given me a wonderful boost. One of the family members asked me how many years I had been taking funerals. I didn't have the heart to tell them this was my first ceremony!! . So you can probably see what "you lot" have done to me!!! Made me take a whole new direction in my life for which I am very grateful.

**Rondel Freeman**

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I am enjoying the course SO much -

**Veronica Pappas**

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The course work has also been a marvel in the fact that it has really taught me about the origins of rites-of-passage and how through ceremony it is truly expressed. I think the writers or the ritual makers, as they describe themselves, write in a passionate way that is very contagious. Indeed. I can honestly say that everything I've learned in the reading materials of Module 1 I have used over and over again. It is truly an organically efficient course.

**Charlotte Eulette**

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Notwithstanding the personal circumstances that made the completion of this unit of study very difficult, I have found the unit to be of great personal benefit to me and not just from the funeral celebrancy perspective. I have learned as much from the "hidden curriculum" inherent in the unit as I have from the formal unit requirements. I also suspect that I am just starting to discover some of the politics that surround the funeral industry.

**David Glover**

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. . . as for Module 1, I have found it to be challenging, rewarding, and inspirational.

**Steve Mason**

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It is a thrill to read words from my peers, and soon to be associates, which speak of

sacredness, spirituality, compassion, professionalism, due care, human need and sincerity.  
Yes, I am in the right place.

**Johnny Mackay**

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I am enjoying the course very much!  
Thank you again for your helpful advice.

**Lana James**

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Here I go again - THANK YOU!!  
I will certainly be undertaking the Diploma and look forward to making  
contact with the office to arrange it. I have been so impressed with  
everything the College has done from the very first enquiring phone call  
that was so informative, supportive and caring.

**Sandra Carvalho**

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on Jane Day! (Ceremonial Public Speaking Assessment and Test)

Ceremonial Public Speaking is a little gem. I have had many books in my life devoted to  
voice training (and many lessons) and this book sits high among them. But my pleasure in  
and understanding of the book was triple fold after I had had a session with Jane Day and  
heard her, felt her presence, and been guided by her succinct and incisive tutoring.

Her instruction is clear as to what we, as celebrants have to achieve in delivering a  
complete, comprehensive, uplifting and satisfying ceremony to our clients. The medium is  
the message! Her guide to pitfalls and 'do nots' is always marked by her generosity of spirit  
and with her sharing of her experience.

I learnt so much about bringing the message off the page and to allow for the audience to  
have their listening time. I know this as an actor and, more importantly, as a stand-up  
comedienne but I rushed my final assessment and fell into the hole! Use of the voice and  
the physicality of how to bring the voice out of the body, how to use this instrument to its  
best advantage are familiar lessons and here again they were well presented, clearly  
understood. The exercises are good. Her sections on the contact between celebrant and  
audience, what is our true service here, how do we take focus but not take away the focus,  
how do we draw them on to a deeper place and yet not mark it so heavily that they can  
choose to resist.

Creating a spell is how I think Jane works her magic! Reminding us to bring our intelligence  
to the words, if we don't understand it, why it's there then how can we expect the audience  
to comprehend it? Rhythm and music; highs and lows; slow moments and then swift,  
sweeping it all up together, moving it like a river towards it's great climax. We are not just  
delivering information. We are delivering thoughts, feelings and all those emotions of Love  
that underscore the whole ceremony. I repeat her words here. We must have the three-fold  
ability: intellectual, technical and emotional if we are to truly serve.

**Sue Ingleton**

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The celebrant (college) candidates spent two days in retreat in the beautiful Catskill  
mountains in upstate New York at the cabin of our foundation's patron, Gaile Sarma. During  
this retreat we exchanged personal stories about our backgrounds, our experiences with  
ceremony, religion and spirituality, and grew closer together as a group. In addition, we

reviewed and practiced numerous ceremonies both indoors and outdoors, critiquing each other on our performances and critiquing the substance of the ceremonies.

Cindy Reed

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## Ceremony is part of human life

*There is a vacuum in western society, which challenges secular celebrants throughout the world. This challenge is to encourage and develop a ceremonial and ritualistic cultural framework, which will give meaning and stability to people's lives and contribute to civilised behaviour in society.*

### Contact information:

**Registrar: Yvonne Werner**, College Office  
PO Box 548, Richmond VIC 3121 Australia  
Street Address: Easbourne House, F5 / 62 Wellington Pde,  
East Melbourne Victoria Australia 3121  
Ph: +61 3 9419 0460 • Fax: +61 3 9419 0783  
Email: [celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)  
<http://www.celebrancy.com>  
<http://www.collegeofcelebrancy.edu.au>

**Development and Resources: student liaison**  
Diane Storey  
0417 106 275 Email: [pamir@bigpond.com](mailto:pamir@bigpond.com)

**Principal & Course Director:**  
Dally Messenger  
Email: [dallymessenger@mac.com](mailto:dallymessenger@mac.com)

**Dean of Studies:** Dr Chris Watson  
PO Box 215, Heidelberg VIC 3084 Australia  
Ph/Fax: +61 3 9499 4977 • Mobile: 0438 618 980  
Email: [messmate@netspace.net.au](mailto:messmate@netspace.net.au)

**Trainer and Project Director:** Remi Barclay Messenger - [remib1@mac.com](mailto:remib1@mac.com)

**College Association:** Yvonne Werner 03 9419 0460 Email: [celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)

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## COURSE TITLE: Certificate IV in Celebrancy ORIENTATION FOR STUDENTS

*This information should be read in conjunction with the other attached information and the application form at the end. It should be read in conjunction with other relevant information on the website [www.celebrancy.com](http://www.celebrancy.com) especially “Policies”.*

### COURSE STRUCTURE AND PROGRAM OF STUDY

**This quality course** - is provided by Distance Education across Australia and/or Face to Face in Melbourne and Sydney in the form of Unit Guides supplemented by hard copy texts, digital documents, CDs and DVDs and website references.. There are 13 Units described in the attached document with another 33 electives to be developed over the next months.

**Timeframe:** 3-5 weeks are allowed for each Unit of Competency contingent on the content. However, depending on the amount of time devoted to the course, individual time is variable - that is the beauty and flexibility of Distance Learning.

**Assessment** is by written answers to questions on material provided, consultation and assessment, DVD evidence, and field reports of ceremonies and interviews.

At the end of this course, students must be assessed as competent.

At the end of this course students will be able to:

- ◆ Comply with the Legal Obligations specific to Australian Marriage Celebrants
- ◆ Prepare and Plan for Ceremony in a professional manner.
- ◆ Conduct and Orchestrate a ceremony in a culturally and socially satisfying way.
- ◆ Evaluate, Review and follow through the ceremony in a constructive context.

### AVAILABILITY OF LEARNING RESOURCES

All Textbooks, Books, Tapes / CDs / DVDs are provided with the course. (For remote students, a range of extra Videos (VHS) and DVDs are available on loan.) In some states, we have **breakfast and/or evening/dinner get-togethers** where students, graduates and (whenever possible) staff can interact for mutual support. Students are invited to attorney-general-approved Professional Development Activity sessions (which are for professional Celebrants) and of course, to conferences, seminars and special events.

### RECOGNITION OF PRIOR LEARNING

*International College of Celebrancy* recognises prior learning and experience through its policy of Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Recognition of the Qualifications issued by other RTOs.

We will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Candidates may apply for recognition of their learning and skills by supplying evidence of:

- Previous recognised training undertaken;
- Work and life experiences;
- Non-formally recognised training undertaken

Skills recognition assessments and outcomes will be recorded and relevant qualifications/Statements of Attainment will be issued where applicable.

Students who wish to pursue RPL should obtain information on RPL applications from the Dean of Studies or the Principal of the College. A summary of the procedure is shown:

The cost for the administration and assessment of skills recognition (or partial skills recognition) assessment application is the training fee for the relevant module. (Texts and Learning materials are provided for reference.)

Applications should include all information considered relevant to assessing the application. Candidates could be invited to attend an interview process to discuss the application. Further information/documentation may be requested.

An assessment and verification of the application will be undertaken. Applicants will be notified of the assessment decision. Where applicable, exemptions/credits will be given and recorded, and qualifications/Statements of Attainment issued. Candidates may appeal a decision.

## FACILITIES AND EQUIPMENT

As a Distance Education provider, we do not have any physical facilities and equipment available to students for Units of Competency study. We do, however, have a website with helpful sections. There are personnel available for phone & email consultation. For optional face-to-face seminars we are preparing a tutorial room, or we have access to suitable teaching space, such as the Uniting Church in Richmond.

We have administrative offices, from which all our course materials are dispatched. Our main office is the **Celebrants Centre**, PO Box 548, Richmond, Victoria 3121 Australia. (Street Address: F5 / 62 Wellington Parade, East Melbourne 3002. **Ph: 03 9419 0460**, **Never Busy Fax: 03 9419 0783**. [celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)  
International Fax +61-3-9419 0783

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## Fees and costs

(Registration is a ONCE ONLY fee no matter how the course is paid for)

**Paying for the Full Certificate IV up front is**

**\$250 Registration + \$175 for each Unit = total inc Reg (13 Units) = \$2525**

**Paying for a block of units**

**\$250 Registration**

**+ 5 Compulsory @\$185 for each unit (5 units) = \$925 (Total with Reg: \$1175)**

+ 4 Marriage Celebrant @\$185 for each unit (4 units) = \$740 (Total with Reg: \$990)

+ 4 Funeral Celebrant @\$185 for each unit (4 units) = \$740 Total with Reg: \$990

**Pay as you go**

\$250 Registration+ \$200 per unit = \$450 (then \$200 per additional unit)

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## Policies

The International College of Celebrancy has policies on the following topics which are for Certificate IV in Celebrancy: Anti-Discrimination : Relationships with Others: [Refund](#) Policy: [Grievance](#) Policy and Procedure: [Promotion](#) and Privacy: [Statement](#) on Incomplete Payments and Course Materials: [Trade Practices Act 1974](#)

### 1. Policy on Anti-Discrimination: Relationships with Others.

International College of Celebrancy (the College) actively supports the principle of equal employment opportunity regardless of race, religion, national origin, sex, age marital status, etc and expects its employees and students to practice and support this principle. International College of Celebrancy policy is to avoid discriminatory practices of any kind and to make staffing and student selection decisions on the basis of individual ability, performance, experience and company requirements.

International College of Celebrancy believes that every individual has the right to dignity and respect. Therefore any personal/sexual harassment is regarded by as totally unacceptable, regardless of the perpetrator. International College of Celebrancy is a Distance Education Course but is committed to maintaining the health and safety of its employees and students when they are at seminars and conferences.

Compliance with Occupational Health and Safety laws and company policies is expected by all staff and students at all time. International College of Celebrancy and its Students Customer service is paramount at International College of Celebrancy. If the company is to retain and attract students, we must offer quality products and services that our students perceive are priced fairly to provide value and our staff and trainers must be seen to be experienced, competent and honest. In this regard, International College of Celebrancy requires all its staff to be likewise committed to the company's Code of Conduct and policies.

### 2. Refund Policy From Feb 1, 2010.

If the International College of Celebrancy cancels or postpones a Distance Education course for any reason we will refund all monies paid for that course unless we can make alternative course arrangements acceptable to the student.

Once a student pays the Registration fee and the fee for one or more units, and has received the Distance Education course materials they are deemed to have started the course and so no refund is payable. If a student pays the course registration and fees for more than one unit and then wishes to cease the study within the five weeks allowed for each module, the College will not refund the fees for the first unit but will refund the amount for all other accredited units paid for, less \$60 per module administration fees.

Unless the course materials are returned in good order and condition an additional \$60 per unit will be withheld. Temporary suspensions of study will be given on application to the Dean of Studies which will preserve the right to a refund for the stipulated period - not over three months.

A student may opt not to receive the materials for units other than the first unit until they have finished the preceding module. In this case a refund for the units for which training materials have not yet been received (less \$60 administration) will be given on notice of cessation of the course.

The time allowed for each Unit of competency is 5 weeks. No refund will be given if a student withdraws after the 5 weeks allowed for the Unit has commenced unless they have taken advantage of the two exceptions stated above.

The refund will be given to the student within 4 weeks of the notification by the student.

(Cheque Payments - Allow 3 working days for clearance of any cheque. Should a cheque be dishonoured there will be a charge of \$20 + any bank fees payable.)

### 3. Grievance Policy and Procedure (Complaints)

All prospective students will be provided i.e. have website access to this Grievance Policy and Procedure document .

All disputes or grievances will be handled professionally and confidentially in order to achieve a resolution.

All parties will have a clear understanding of the steps involved in the grievance procedure. Students will be provided with details of external authorities they may approach, if required.

All grievances will be managed fairly and equitably and as efficiently as possible. International College of Celebrancy will resolve any grievances fairly and equitably within five (5) working days.

Students may raise any matters of concern relating to training delivery and assessment, the quality of the teaching, student amenities, discrimination, sexual harassment and other issues which may arise.

The policy provides an avenue for most grievances. In some cases alternative measures may be needed. The International College of Celebrancy will encourage the parties to approach a grievance with an open view and to attempt to resolve problems through discussion and conciliation. Where a grievance cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties.

Any substantial complaint will be acted on expeditiously.

**Grievance Procedure:** The grievance procedures relating to the delivery of training and/or the assessment involves the student initiating the following:

Discussion with relevant consultant /teacher/trainer about the grievance. If it is unable to be resolved, the grievance can be taken before the Principal.

If the grievance is still unresolved, it may be referred in writing to the Grievance Committee made up of the five officers of The International College of Celebrancy plus the chairman of the Council of Advisors - currently Professor Michael Parer.

If the grievance cannot be resolved internally, the College will advise the student of the appropriate body where he/she can seek further assistance.

## 4. Promotion and Privacy

The International College of Celebrancy is owned by Dally Messenger III who has licensed the administration and other responsibilities to Thunderbird Computing Pty Ltd in a written agreement. Dally Messenger also owns the Celebrants Centre based in Richmond, Victoria Australia. One of the objects of the College and of the Centre is to publicise their students and clients as broadly as possible. We make normal contact details available to anyone who wants them as a means of promotion. Obviously private details such as Credit Card numbers are kept on a password protected Database, controlled by select staff, and are passed on to no one under any circumstances without the client's permission. We only hold that information which clients and students have provided us on application forms. That information can be recalled or changed on request.

### **Statement on Incomplete Payment and Course Materials.**

1. In cases where College course materials have been sent on the basis of a deposit, College staff are not expected to provide further services relating to the Unit until the payment for that Unit has been completed.

2. In no circumstances will any documents such as Diplomas or Statements of Attainment be issued until all fees have been paid.

3. If the cost of the Unit has increased between the issue of the Module and completion of payment, the student has a three-month period of grace before the additional cost is added to what is owed. Having made that extra payment, they would be entitled to whatever upgraded materials have been added in the meantime.

4. Where a major updates of materials occur, students can expect a free upgrade if they enrolled within the previous 6 months. If they return to the course later than this they will be expected to pay for updated materials at the discretion of the Registrar.

## Are there Due Dates?

We understand that students have many demands on their time and may need longer so the College adjusts its expectations accordingly. The College has not set timetables for submission of individual items within each Unit of Competency. If students have to stop their studies for a period of time, or have any concerns over time, they should contact the Dean of Studies. The College does not consider it appropriate to pursue adult students over late work, but staff members are freely available to discuss difficulties. The College sees its students as "self-starters" and able to manage their own time. Fees for uncompleted Units (or Modules) are not refundable.

Once registered you will receive a Unit Guide, source material and assessment requirements. The College will provide the basic minimum source material for the course for which you have registered, and search questions and/or assignments required for assessment. Full details and phone assistance will be available to you.

**Questions?**  
**Diane Storey**  
**0417 106 275**  
**pamir@bigpond.com**

## Failure to produce satisfactory work

The team at the international College of Celebrancy prides itself on its personal assistance to individual students. It rarely happens that, given time and assistance, that students cannot, in the end, complete assignments to a pass/competency level.

However, the College does reserve the right, if an assignment is not satisfactory after three attempts to inform such a student that they have not achieved competency in that Unit and that they must start again - paying the full fee for the Unit in question.

We are well aware that many of our students are returning to study after many years and that demands of work and family sometimes get overwhelming. The Dean of Studies is empowered to grant extensions of time to any student facing personal difficulties. Such extensions should not go beyond two years per Unit.



**Professor Michael Parer**

# International College of Celebrancy

## ENROLMENT FORM (Certificate IV in Celebrancy only)

Version | 2.10

### Student Details

Title: Mr / Mrs / Miss / Ms / Other \_\_\_\_\_ Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address (number & street): \_\_\_\_\_

Suburb: \_\_\_\_\_ State \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Web-page (if any): \_\_\_\_\_ Skype (if any): \_\_\_\_\_

Gender: Male  Female  Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

May we share your contact details with other students ---- Yes  No

Would you like to be part of the College-based e-mail group? ---- Yes  No

### Optional questions:

Country of birth? \_\_\_\_\_ Languages other than English? \_\_\_\_\_

Are you an authorized Celebrant? \_\_\_\_\_ Celebrant qualifications? \_\_\_\_\_

Tertiary Qualifications (if any) \_\_\_\_\_

Applicants must also provide a **250 word statement (approx.)** saying why they would like to be a celebrant. As well as giving us some background, this fulfils the government requirement of an English comprehension test. Please attach it to this Enrolment Form.

In applying for registration you agree to fulfil the assessment requirements with the utmost honesty and good faith – it must be your own work. We reserve the right to discuss your assignments with you on the phone or in person from time to time. We may ask other appropriate persons to report to us on your field work assignments. You agree to abide by any decisions, assessments or rules as decided by the **International College of Celebrancy**.

### Declaration

I declare that to the best of my knowledge and belief, the information contained on this form is correct and complete.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**Continued overleaf**

**Your Name (Please Repeat)** \_\_\_\_\_

**Payment by Direct Deposit into our Bank Account** (Surname in Reference Box- please email us that you have done so) **is preferred**. You may also pay by **Cheque (also preferred)** or Credit Card.

You can send your Visa / Mastercard (Amex) number by mail or, if you prefer, Fax it to 61-3-9419 0783 (03 9419 0783).

**Certificate IV in Celebrancy** only: Registration; \$250 +\$175 per Unit if you are paying for 13 units, \$185 per Unit if you are paying for a block of 4 or 5 Units, \$200 per unit if you are paying for one at a time. Please Tick or circle – see Enquirers Information Booklet and elsewhere (websites).

Compulsory Units	Compulsory Marriage	Funeral Units	Other Units
CHCADMIN305D	CHCEL402A	CHCCS426A	_____
CHCEL401A	CHCEL403A	SIFFNL003A	_____
CHCEL406A	CHCEL404A	SIFFNL009A	_____
CHCOM403A	CHCEL405A	SIFIND001A	_____
CHCCS400A			_____

**1. Direct payment** - ANZ Bank Ac – **Thunderbird Computing Pty Ltd: BSB: 013375 Ac: 496142319**

Date Deposited. . . . . First Word-Reference Panel . . . . . Amount \$ . . . . .

OR

**2. Cheque** enclosed for \$..... to *International College of Celebrancy*

OR

**3. Credit Card.** I authorise deduction from Visa/Mastercard Card No (Amex also available)

Card Number: . . . . . Expiry date . . . . .

Total amount: . . . . . Signature (if posted): . . . . .

**Refund Policy see [celebrancy.com](http://celebrancy.com) and/or enquirers pack:**  
Especially re Refund

**Post to: The Registrar, Box 548, Richmond 3121 Victoria Australia**

[celebrants@netspace.net.au](mailto:celebrants@netspace.net.au)

**Or Fax to: 03 9419 0783 (61-3-9419 0783) Phone: 03 9419 0460**

**Questions?**  
**Diane Storey**  
**0417 106 275**