
CEREMONY HOLDING AGREEMENT

Objective for the Ceremony Holding:

The objective for your ceremony is to [DESCRIBE PURPOSE].

To enable this, I will propose and help you identify a form of ceremony that will mark the precious event in a powerful and sacred way, and which will be meaningful for you.

To engage together professionally, we need to be clear about our commitments to each other. This Agreement lays out my commitments to you in helping you to prepare for this sacred occasion and to hold the ceremony for you, but also describes the responsibility that you agree to take on in your working relationship with me.

I invite you to think of ceremony as an opportunity for reflection, for transition, and for setting out your hopes for the future. If you can, this means inviting support from a greater power beyond ourselves, whatever your concepts of 'soul', 'spirit', 'God' and 'the Divine' may or may not be. My intention is to listen to you carefully and to be open to receiving guidance in suggesting a form of ceremony that is uniquely personal and meant for you.

I open myself to listen, to pray, to coach, to offer suggestion and observation, and of course, to facilitate and support you both before and through the ceremony.

Our preparation for the ceremony will involve pre-thought and reflection, which might involve more than one conversation between us, with at least one being held face-to-face if practical.

Having identified the form of the ceremony, I will produce a written draft of this for you to review, and then will conduct the ceremony itself on the day and at the place that you have chosen.

Terms of Engagement

Fees and optional value payment:

My base fee for consulting on, preparing, and holding the ceremony is £??? (or equivalent amount paid as € or US \$).

My fee is set below average in order to make my services accessible for lower income clients. As indicated on my website, I invite clients who don't fall into this category and who feel able to, to consider enhancing this amount with an additional payment, dependent on the value placed on the service that I offer. If you are able, I therefore will appreciate that you consider making a "value" payment of typically around 35% or

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more of the base fee in addition to the invoiced amount (this will be indicated with my invoice), however this is of course for your discretion to decide.

This fee covers two preparation meetings of 1–2 hours each ahead of a ceremony (up to three discussions for weddings), along with my time for writing and conducting the ceremony. Should additional time or activity be required, I will inform you at the earliest opportunity and agree additional fees with you, if appropriate.

A deposit of £?? should be paid at least FOURTEEN days in advance of the ceremony date, for which I will invoice you following our agreement to engage for this work. The balance will be payable to my bank account within 30 days of my final invoice date, which I will send to you following the ceremony.

I can accept a cheque, payable to “Clive Johnson”, or direct bank transfer to my account, [DETAILS EXCLUDED FROM ONLINE TEMPLATE].

Expenses:

My quoted fees include my travel expenses for within a 60 mile radius of central London. Should you need me to travel elsewhere, I will pass on my expenses to you. I will make use of low cost rail or air travel where possible and, if an overnight stay is needed, pre-agree any overnight accommodation or other special expenses with you before committing them.

Locations:

Where practical, following our initial engagement call, we will aim to meet face-to-face for our first meeting at a mutually convenient location, which may be at your home.

Where this isn't practical and for other meetings, I will call you at agreed times via telephone, Skype, or VSee, unless we make other arrangements.

It will help me if you're able to advise your preference for venues for holding the ceremony at the earliest opportunity, if possible, although I realise that this may not always be easy to confirm well in advance of the day of the ceremony. Where a public, outdoor venue is preferred (e.g. for a countryside sunrise blessing), I am happy to liaise on your behalf with any authorities where permission for the use of land may be required. Please be aware that some authorities may prohibit some activities on their land, such as the lighting of a fire or playing of music, however this is something that we would clarify in liaising with them.

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Activities and deliverables:

I will undertake the following activities:

- ~ Hosting preparatory conversations to help understand your needs and preferences, and to propose and walk through a suggested form and content for your ceremony, including a rehearsal if needed;
- ~ Drafting the ceremony, including sourcing any readings, recorded music, and poems, and making any revisions to this needed following our walk-through of it;
- ~ Sourcing any items needed for the ceremony (e.g. as an altar-piece);
- ~ Liaising with any other people that you wish to be involved in the ceremony, e.g. to offer a reading. My intention here will be to ensure that they are comfortable with what they are being asked to do, and for me to be able to plan appropriate time in the ceremony for this. I'll need you to ask anyone playing a part in the ceremony to contact me, or to ask whether they are happy for me to have their contact details in order that I can approach them;
- ~ Setting-up for and holding the ceremony on the day;
- ~ Producing an order of service or presentation transcript of the ceremony, if required and pre-agreed (please note, that I may need to pass on printing costs for this, depending on the type of printing and numbers of copies required).

Hence, my deliverables to you are:

- ~ A written draft of your ceremony, with a further revision to the first draft, if needed;
- ~ Holding the ceremony;
- ~ An order of service or presentation transcript of the ceremony, if required.

Exclusions from this agreement:

Unless you have asked me to do so, I do not take responsibility for arranging and making payment for the ceremony venue, nor for any catering, fees or other expenses that the ceremony might involve beyond my service as a minister.

Some examples of such exclusions include the hire of a venue for conducting the ceremony, ordering of flowers (if required), funeral director, wedding registrar or other attendants' fees and expenses, guest participants' expenses (if relevant), ensuring a venue is licensed for public use and for playing recorded music (if appropriate).

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Clients will normally make such arrangements themselves, however I will need to be able to contact the venue ahead of the ceremony as a part of my preparation, and will therefore ask you to pass on relevant information to enable me to make this contact.

Changes to our agreement:

If you need to reschedule an appointment that we have arranged for planning the ceremony, please give me at least 24 hours notice unless you have an emergency or illness and are unable to do so.

If you miss a planned meeting without notice or without good reason for not being able to give notice (such as an emergency), I will normally need to charge you for that time.

Similarly, if you come to an appointment or call later than our agreed time, I cannot guarantee that I will be able to make up for the missed time beyond the time that we had scheduled. However, I will aim to be flexible in extending the time beyond the previously agreed end time if I'm able to.

If you need to cancel or change the date of the ceremony itself, please give me as much forward notice as possible. I will normally need to charge my full agreed fee for cancellations within FOURTEEN days of the ceremony itself, since I'm likely to be unable to substitute other work at short notice. Similarly, I will need to pass on any pre-paid expenses that I'm unable to obtain a refund for.

However, I aim to be flexible, and will normally be able to offer a discount on the full agreed fee where more than FOURTEEN days notice is given of the cancellation or change of date.

If I need to reschedule an appointment that we have arranged for planning the ceremony, I will also give you at least 24 hours notice, barring an emergency, unforeseen event or illness.

In the unfortunate event that I am unable to continue with the ceremony, for example due to severe ill-health or an unforeseen emergency, I will apply my best effort to inform you at the earliest opportunity and, subject to your agreeing to this and another minister being able and willing to replace me, to facilitate transferring the work for which you've engaged me to another minister colleague.

In such circumstance, I would ensure that you are not inconvenienced any more than is necessary, and that the fees that we had pre-agreed are honoured. If I am incapacitated at a very late notice, or if the ceremony needs to be delayed or

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cancelled for reasons beyond my reasonable control, you should normally be able to make a claim for any financial loss against me. In such circumstance, and subject to your agreement, I would normally expect to offer a further date to hold the ceremony when I become able.

Contact between appointments:

Please feel free to email me any time between our conversations, up to and after the ceremony at clive.johnson@interfaithministry.co.uk to share something that's on your mind, ask a question or to have a quick check-in call about the day. I will do my best to respond as quickly as possible and to hold you in my thoughts and prayers during this time. I do not charge for these brief contacts between our agreed sessions.

Complaints:

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to offer service to you that is open, honest, real and trusting. We promise to promptly ask each other for clarification if there is anything we don't understand that has been shared.

The organisation that ordained me and by which I'm supervised, One Spirit Interfaith Foundation, provides a clear procedure that can be followed for raising any complaint against any of its ministers, involving independent investigation and review. To view this procedure, please visit <http://www.interfaithfoundation.org/handbook>.

Data Protection and Confidentiality:

Excepting the content and form agreed for your ceremony, I will regard everything that arises during our conversations as being confidential, and promise not to disclose any matter to any third person unless I am legally obliged to do so, or if you or another person is directly at risk of harm.

I will not publish any information allowing you to be identified personally (directly or indirectly) unless you have voluntarily communicated this to me. If you do supply me with such personal information, I will not store it in a database that can be accessed on-line, nor use the data for marketing purposes. Such information is however recorded off-line to allow me to contact you.

I usually maintain brief handwritten notes between appointments to capture some of the key points that arise in our conversations, but these are not accessible to any other person and will be destroyed once the ceremony has been held.

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Pursuant to the United Kingdom Data Protection Act, you may address a demand to modify any information that I hold about you. You have the right to oppose, to access, and to rectify data concerning yourself. Thus, you can demand data to be rectified, completed, clarified or updated and you can demand that we delete information concerning yourself which is incorrect, incomplete, ambiguous, out-of-date, or the collection or the use, communication or preserving of which is forbidden.

If you wish to make a request regarding your data privacy, please contact me, as the registered Data Controller for this purpose, via email or otherwise in writing.

If you reside or outside the United Kingdom or where I offer counselling services outside of the United Kingdom, I will treat any requests regarding access to personal data that are made by you in the same manner as if you were you a United Kingdom resident.

Applicable Law:

In the event of a legal dispute between us, both in relation to my responsibilities as a Data Controller, or relating to any other of our individual responsibilities described by this Agreement, we agree that the terms of this Agreement will be governed by the laws of England and Wales.

Our responsibilities to each other

Minister:

I agree to serve you as minister for your ceremony, to partner with you to identify, prepare and hold a ceremony for you that meets your objective and is right for you.

I will devote my time, thoughts, prayers and energy to you, exclusively during our preparatory conversations and immediately before and during the ceremony itself.

I am an interfaith minister, but am not gifted to represent teachers or ministers of specific faith traditions. Neither am I a marriage registrar, as recognised in England and Wales.

On the day of your ceremony, I undertake to arrive at or close to the venue in good time ahead of the intended time for the ceremony, and to undertake all necessary setting-up and other preparatory activities that may be required of me.

I will bring attentive listening, understanding, a belief in you and a commitment to helping you gain clarity and guidance for what you want to achieve from the ceremony.

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I am committed to receiving regular supervision for my ministry, and I also undertake careful self-reflection after and preparation ahead of each of our calls. I confirm that I am properly insured to practice as a minister.

I am bound to abide by the Code of Ethics and Code of Conduct of the One Spirit Interfaith Foundation (OSIF) and Interfaith Ministers' Association (IMA), of which I am a registered member. Information about the OSIF/IMA Code of Ethics and Code of Conduct can be found here: http://www.interfaithfoundation.org/code_of_ethics and <http://www.interfaithfoundation.org/handbook>.

I agree to honour the terms of this Agreement and to serve you in preparing for and holding your ceremony as best I am able.

Signed _____

CLIVE JOHNSON, Dated _____

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Client:

I am motivated and committed to being open to what I receive from our planning conversations and approaching my ceremony with an open and willing intention. I realize that I need give my full attention during conversations and to be ready to undertake any actions that might arise from these (e.g. preparing or considering proposed vows).

I accept full responsibility for myself and any actions I take that might result from the ceremony.

To the best of my knowledge, I have no health condition that should hinder me from undertaking the ceremony.

I commit to paying the fees for the ceremony when invoiced promptly and understand that it is my responsibility that my minister is paid for the services I use.

I will liaise with anyone who I would like to participate in my ceremony (for example, to give a reading), and will ensure that they are happy to be contacted by the minister ahead of the ceremony to talk through how and where their part will fit in.

I agree to honour my scheduled conversation times and the date of the ceremony, or to give good notice if I need to cancel a pre-agreed time (other than in an emergency or due to illness). I understand that I may need to pay for any sessions that are missed without good reason, including the ceremony itself.

I have read and agree with the terms of this Agreement.

Signed _____

Your Name: _____ Dated _____