International College of Celebrancy

College Graduation Classes – the best trained celebrants in the country!

Information Booklet – College Diplomas

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GREETINGS AND WELCOME! – WHY THE COLLEGE?

What are you looking for in your celebrant training? Do you have a vision of yourself as a celebrant assisting clients with a moving and meaningful event in their lives? Do you want to be a professional with skills in an important role?

Look no further. Here is the best Celebrancy course in the world: a course that will provide you with professional and relevant Celebrancy training, education and ongoing support. This is what the International College of Celebrancy offers you.

Since 1995, we have taught people to be good Celebrants. The College provided the first organised Celebrant training in Australia and the English speaking world. 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, using the best teaching and training methods.

Any questions?

Ring

Diane Storey

0417 106 275

The International College of Celebrancy is really about outcomes. We aim to make our students aware of the importance and power of culture. We aim to inspire him or her with the real and deep worth of embedding culture in society, and in the life of the individual, in a way which enriches at a very deep level.

We are about communicating and strengthening the whole range of the very best values that our community needs to function properly. In a very broad way, and in the most meaningful way, we aim to contribute to the sum total of human happiness by reassuring individuals and communities that they are "a good place".

Our practical aim is to turn out graduates who, as well as having the necessary understanding, motivation and inspiration are truly professional in the production of ceremony. We aim to have graduates who are fully aware that they must have, and must continually improve, their personal skills in speech, the use of technology, the preparation of participants, in their store of resources, their understanding and "reading" of people so that they create the most satisfying ceremonies possible.

And make no mistake, a secular society needs ceremony for a whole range of reasons, a conviction made all the more challenging because most non-church people lack an awareness of the dynamic purpose of ceremony.

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 - if you want to develop your personal spirituality -- really good reasons to study Celebrancy - why not study our quality course?

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

Meet the Team

Deborah Roffey

Yvonne Werner

Diane Storey

Dr. Chris Watson

Dally Messenger III

Genevieve Messenger

Remi Messenger

It is a professional and ethical obligation to know what you are doing when you officiate at important events in people's lives. Our College provides the most comprehensive, relevant, content-rich course to equip you with the best knowledge available.

You will find that we, at the College, are serious and passionate about what we do. You'll discover why we believe in ceremony. You will come to appreciate that 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 realise that humans, as individuals and as communities, have evolved ceremony as an important means of communicating at a serious level. 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. The College team are dedicated, highly trained, professional Celebrants with a wealth of knowledge and experience - they are always willing to assist. Our students have six core members of the team (plus two in the UK) easily accessible through e-mail and phone.

In Australia they are:

- **Registrar, Diploma Courses**: Deborah Roffey CMC - Ph. +61 430 102 232
  Fax: +61 3 9515 4600 info@collegeofcelebrancy.edu.au
- **Registrar, Certificate IV Course**: Yvonne Werner CMC - Ph. +61 3 9484 7443
  or +61 412 499 404, Fax: +61 3 9443 8086 celebrants@netspace.net.au
- **Student Liaison**: Diane Storey CMC - Ph. +61 417 106 275 pamir@bigond.com
- **Project Manager**: Remi Messenger CMC - Ph. +61 422 629 905 remib1@mac.com
- **Dean of Studies**: Dr Chris Watson CMC - Ph. +61 3 9499 4977 messmate@netspace.net.au
- **Principal**: Dally Messenger III CMC - Ph. +61 411 717 303 dallymessenger@mac.com

Occasional teachers:

- Melissa Halliday B.Llb. CMC
- Carol Astbury CMC
- Genevieve Messenger BA CMC

SKYPE conversations are available with non-Australian students

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 other ways.

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**, which is available for staff, students and graduates and is run by triple graduate Celebrant **Lynnette Olsen -** 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. Our team 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.

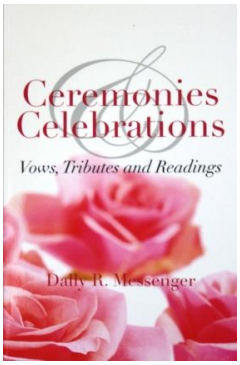
You will be encouraged to know that the **Principal of the College, Dally Messenger III**, has a track record of being involved with Civil Celebrancy from the beginning. He was asked by the founder, **Attorney-General Lionel Murphy**, to become the first secretary of the *Association of Civil Marriage Celebrants of Australia*, founded in 1974. With Murphy's encouragement, he has taken 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 trained the original USA Celebrants and gave the Keynote address at the Inauguration ceremony in Montclair, New Jersey. He has also 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.

Centrelink

If applying for funds from Centrelink, you need to quote our Registered Training Organization (RTO) Life Skills Training Pty Ltd (owned by Yvonne Werner) trading (by licence) as the International College of Celebrancy Provider No. **22417**



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.

He is also the author of a shorter handbook for Celebrants, ***It's Your Wedding***, which concentrates on wedding ceremonies only. His book, ***Murphy's Law and the Pursuit of Happiness: a History of the Civil Celebrant Movement*** was released in 2012.

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 with *Ongoing Professional Development*, producing over 12 textbooks and many Celebrancy information booklets that have been universally acclaimed.

Finally, you should train with the college because **our students acclaim us**. Why not read their testimonials and proceed with confidence? **(See web site for more Testimonials.)**

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, has supported the highest standards and best practice within this important profession. We invite you to join this proud tradition of care and experience.

Certificate IV in Celebrancy

Also available is our Certificate IV in Celebrancy course, which is renowned as the best course available to those aspiring to become authorised celebrants with the Australian Attorney–General's Department. For further information regarding our Certificate IV in Celebrancy course, please contact us and we will forward the Cert IV information booklet to you.

TESTIMONIALS AND REFLECTIONS

On the ICC Course of Training for Celebrant Ceremonies:

(We have hundreds of these! Here are just 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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Not withstanding 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

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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International College of Celebrancy

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Also: www.collegeofcelebrancy.com

Dear Prospective Student

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

The International College of Celebrancy is an educational organization, established in 1995, dedicated to promoting the use of ceremony to mark the milestones and transitions in the lives of individuals, families, communities and organizations.

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 three Diploma Courses (as well as the *Certificate IV in Celebrancy* - see other booklet):

1. Marriage Celebrancy
2. Funeral Celebrancy
3. General Celebrancy

Further studies on the business aspect of Celebrancy can also be undertaken, resulting in an Advanced Diploma in each category.

Further studies still in History and Spirituality lead to achieving a Graduate Diploma in Celebrancy.

This booklet focuses on our Diploma Courses, which have significantly more relevance and depth than the Government approved Certificate IV course.

We believe we have developed (and continue to develop) 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, where possible, are augmented by Face-to Face classes, tutorials, and in-the-real ceremony analyses, wherever they can be organised. Module texts, audio CDs, DVDs, digital files and website links are provided. Additional DVDs are available on loan. There is an email forum of graduates and Celebrants, as well as standard email, telephone and Skype phone assistance.

We have developed and continue to develop a number of low cost mechanisms for mutual assistance for our students so that we can keep fees down, yet still give the maximum interest and assistance. These include occasional conferences and seminars, a student liaison person, coffee shop and evening meal meetings where we can do so. 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, an experienced consultant in competency based training. Dr Wendy Attwater and the late Mr Con Lowell, of our original Registered Training Organization, 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 Melbourne.

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

Further information: *www.iccdiplomas.com* & *www.collegeofcelebrancy.com*

Important Notice *- for those who wish to apply to the Attorney-General of Australia to become Authorised Marriage Celebrants, please contact us requesting further information or download the* **Certificate IV in Celebrancy** *Information Booklet.*

COLLEGE DIPLOMAS OFFERED

Modules can be completed individually to improve your skills, knowledge and professionalism, or as a set requirement to attain one of our College Diplomas.

Certificates of Attainment are presented for all successfully completed modules.

Modules attract grades of **Credit, Distinction** and **High Distinction**. Diplomas, Advanced Diplomas and Graduate Diplomas are presented at the College Graduation Ceremonies.

The following Modules are required for completion of each of our Diploma courses:

Diploma of Marriage Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 3: Wedding Celebrancy in Practice

Diploma of Funeral Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 4: Funeral Celebrancy in Practice

Diploma of General Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 5: General Celebrancy in Practice

Advanced Diploma of Marriage Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 3: Wedding Celebrancy in Practice
- Module 6: Celebrancy as a Small Business / Profession

Advanced Diploma of Funeral Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 4: Funeral Celebrancy in Practice
- Module 6: Celebrancy as a Small Business / Profession

Advanced Diploma of General Celebrancy

- Module 1: The History, Nature, and Development of Ceremony
- Module 2: Ceremonial Public Speaking, Management and Choreography
- Module 5: General Celebrancy in Practice
- Module 6: Celebrancy as a Small Business / Profession

Graduate Diploma of Celebrancy

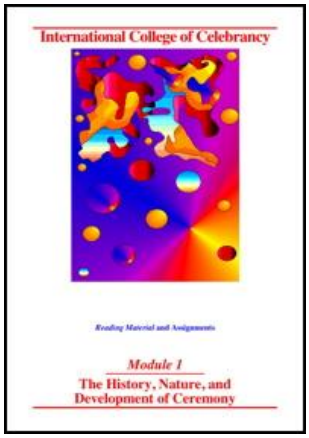
All 8 Modules:

- Modules 1 - 6, plus
- Module 7: The History, Nature & Development of Secular Celebrancy
- Module 8: Values, Ideals and Spirituality

SUMMARY DESCRIPTIONS OF MODULES:

Module 1: The History, Nature, and Development of Ceremony

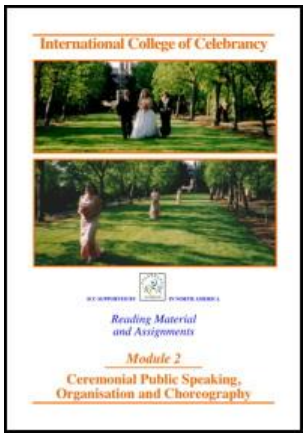
This is a compulsory module for all Diplomas. Unless Celebrants know about and are convinced of the worth of ceremony, there is little point in their continuing in this work. Students who complete this Module should:



- ✯ be aware of the history of Ritual and Ceremony from primitive times to the present, seeing a variety of ways in which people express themselves ritually and ceremonially in different cultures.
- ✯ see the importance of history and tradition, and the equal importance of personalisation and flexibility.
- ✯ recognise the place of the visual and performing arts in ceremony and ritual.
- ✯ understand how ceremonies signpost the culture and are measuring sticks of the culture.
- ✯ become aware of the importance of ceremony in everyone's lives - including those with no "religious" beliefs of any kind.
- ✯ become aware of how society benefits from development of better ceremonies.

* * * * *

Module 2: Ceremonial Public Speaking, Management and Choreography



Of all the necessary Celebrant skills (and they are many) the one most obvious to the audience is the ability to deliver the ceremony in a manner which enhances the occasion for all participants.

This is the up-front part of a Celebrant's equipment. While this is difficult to organise by Distance Education, the College has arranged a network of appropriately qualified examiners, and in the case of particularly remote students, would consider the use of methods such as CD, DVD or Video.

To ensure the desired outcome the College arranges for a qualified person to first give the student a preliminary assessment, recommend exercises, and finally examine the student and certify:

- That the applicant can project the voice to a gathering of, say, 70 people in the open air.
- That his her/diction is clear (and that he/she knows exercises, including breathing exercises, for sustaining clarity and audibility).
- That he/she can read poetry/prose with competence, due understanding, inflexion, and emphasis etc.

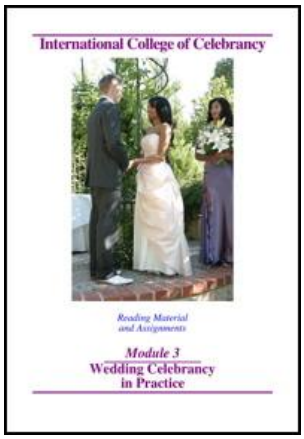
A Celebrant should be able to read poetry and pleasing prose professionally and well. A Celebrant should have the interpretative skills, personal aptitudes, technical skills, and voice management ability to read and speak competently, i.e. the elements of voice and speech which effectively transmit thought, mood and feeling.

- that he/she can set up a portable PA system for Celebrant /readers, and use it competently with appropriate microphone technique.
- that he/she knows how to adapt to a variety of PA systems such as are found in reception centres, funeral parlours, etc.
- that he/she knows how to organise a gathering so that all of those present can feel they are part of the ceremony, whatever the restraints and distractions.
- that the applicant knows in what way the needs of ceremonial audiences differ from those of other audiences. There are a number of other skills (e.g. active listening) which are taught within this unit and which will be examined by assignments, or oral / written tests.

Please note carefully: CREDITS (Recognition of Prior Learning) ARE RARELY GIVEN FOR THIS MODULE. This Module aims to communicate basic ideas and raise awareness. The detailed assessment by a qualified person should give the student a description of strengths and weaknesses. It may be that practising certain exercises could bring a failed student to a competent level. If private coaching is required to achieve this competence, this must be pursued at the student's expense.

* * * * *

Module 3: Wedding Celebrancy in Practice



When students have finished this Module they should:

- ✯ be able to organise, rehearse and officiate at a wedding in such a way that they, and all other ceremony participants, are "heard, understood and appreciated". Know that a high standard is maintained by processes of review.
- ✯ be able to ensure the freedom of choice of the client couple and whomever else they choose to involve in the decision making.
- ✯ appreciate the Celebrant's obligations to the community and the law of their country or state.
- ✯ be familiar with the poetry, prose, music and symbols which give power and meaning to wedding ceremonies.
- ✯ know about Relationship Education Courses and Counselling Services, and have a technique to make couples aware of these services.
- ✯ know the main legal and organisational procedures essential to marriage preparation, including a basic knowledge of wedding etiquette, procedures at receptions, and services such as musicians and other artists; venues and sources of appropriate ceremony props and services.

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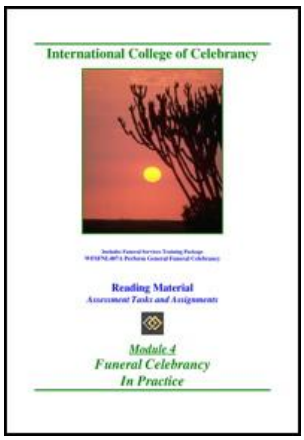
Module 4: Funeral Celebrancy in Practice

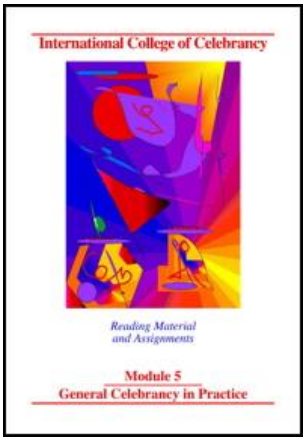


On completing this Module, the student should:

- ✯ be able to write a competent eulogy and to construct an appropriate ceremonial framework into which it may be placed.
- ✯ understand the basic standard which the College and high standard Celebrant Associations, based on market research, expects for funerals. This requires an in-depth knowledge of how to interview and listen, take notes, creatively write and carefully check the eulogy and ceremony.
- ✯ have an adequate knowledge of the literature and music frequently required for funerals.
- ✯ understand the "grief process" and its relevance to funeral celebrancy.
- ✯ know the main historical events which have affected people's lives and the values they have inherited, and be able to link such events (including local history) to an account of an individual's life.
- ✯ be aware of the cultural and personal needs of the bereaved, with a general knowledge of funeral practices of different groups in our society,
- ✯ know about the classic eulogies and ceremonies.
- ✯ have a general knowledge of the workings of the Funeral Industry with which the Celebrant must work, and the laws, conventions and practices to which it is subject.

* * * * *

Module 5: General Celebrancy in Practice



Ceremonies establish, confirm and reinforce relationships and recognition of status in society.

A Divorce ceremony can help a person come to terms with the grief of a broken marriage; a "Journey" ceremony can help young people feel "connected" with family and community.

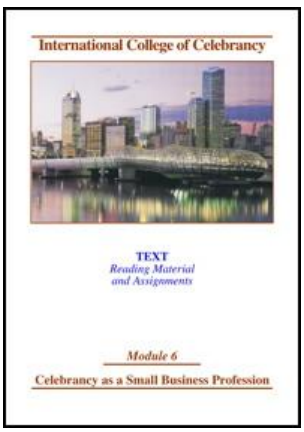
Rituals, such as regular family gatherings on birthdays etc, have similar stabilising and reassuring effects.

At the end of this Module students should be able to:

- ✯ create a wide range of ceremonies in a collaborative way which ensures freedom of choice for their clients and whomever else they choose to involve in the decision making. E.g. Namings, Adolescence, Step-child acceptance, Divorces, House Dedication, Career Transition, Change of Name, Graduation, Renewal of Vows, Same Sex Commitment and many other milestone celebrations in people's lives,
- ✯ see ways in which Celebrants can contribute to civic and other public ceremonies. Students should know about:
  - … the poetry, prose, music and symbols which give power and meaning to ceremonies.
  - … available musicians and other artists, venues and sources of appropriate props, equipment and facilities
  - … the details of source materials, proper planning and rehearsal.

* * * * *

Module 6: Celebrancy as a Small Business / Profession



Providing well-conducted Rites of Passage should be a self- sustaining profession (full time or part time), this Module considers the main components of running a small business / professional practice well and the ways business and marketing principles apply to the professional Celebrant.

On completing it, students should:

- ✯ recognize the historical and cultural reasons that make it hard for Celebrants to persuade themselves and the public that they are actually small business professionals.
- ✯ be equipped to keep track of the range of normal business expenses, and be familiar with appropriate computer software.
- ✯ be able to analyse the components of a business, and thus have properly formulated business objectives, a budget and a plan for its immediate and long-term future.
- ✯ be able to describe the ideal Celebrant's premises (and ceremony venues including equipment, music, PA).
- ✯ be familiar with the role of Professional Associations in providing Philosophies of Excellence, Mission Statements, Standards of Service and Codes of Ethics.
- ✯ know about presentation, image, service, marketing, networking, advertising, and use of a database of clients.

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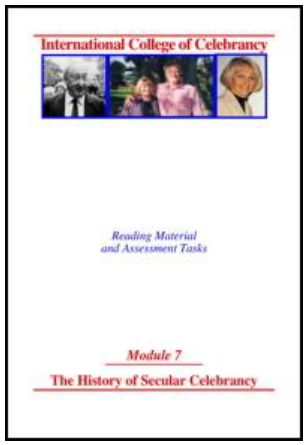
Module 7: The History, Nature & Development of Secular Celebrancy

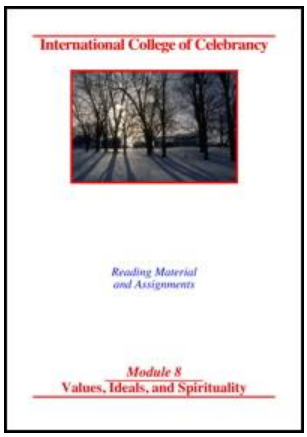


After studying this Module the student should:

- ✯ know about the challenges, difficulties, issues and problems faced by the fledgling Celebrant program and what lessons can be learned from this history.
- ✯ be familiar with the practical, philosophical and administrative issues which are part of the program's history.
- ✯ understand Lionel Murphy's part in the Civil Celebrant movement in the context of his contribution to Australian and world society in general.
- ✯ be able to compare the development of the Australian program with similar initiatives in other countries and be able to discuss the main differences and how they came about.
- ✯ be familiar with the key issues of debate in the development of Civil Celebrancy
  - … the poetry, prose, music and symbols which give power and meaning to ceremonies.
  - … Is Celebrancy a community service or a profession?
  - … Do Celebrants represent non/anti-religious groups or the general community?
  - … Are Celebrants of marriage only, or Celebrants of the ceremonies people need?
  - … Should Celebrants be chosen from those trained in particular areas, such as the arts or the law?
  - … Should Celebrants go by instinct or be educated and trained?
  - … Should the ceremony be the choice of the Celebrant or the choice of the people, regulated by government or deregulated in the market place?
  - … Should civil ceremonies be less aesthetically pleasing and powerful than church ceremonies (or better)?

* * * * *

Module 8: Values, Ideals and Spirituality



At the end of the twentieth century, many citizens have little or no formal religious allegiance, but still have some form of spirituality.

Many of these will look to Civil Celebrants to read their needs at the time of significant events, to provide the words and the symbols that express their own spiritual yearnings, ideals, values and convictions.

In this Module students will study the following issues:

- the Spirituality of the Celebrant.
- approaches to secular spirituality, and its difference from various religious spiritualities.
- the distinction between religion and spirituality; ways in which people can have a spirituality independent of the doctrines of a Church; the sources from which people can derive spiritual enrichment.
- the power and importance of traditions for good or ill, how they can be incorporated into a secular spirituality.
- different understandings of secular and religious persons with regard to powerful emotional experiences, and to the great passages of life and death. The emotions generated by symbols, music and poetry. The difference, if any, between artistic and religious sentiment and ecstasy.
- the roles of myths, archetypes, heroes and "saints" - secular and religious - in human life.
- the place of prose, poetry, music, painting, and other arts in expressing and evoking spirituality
- how ideals and values are expressed, reinforced and transmitted in civil ceremonies

* * * * *

ASSESSMENT FOR DISTANCE EDUCATION PACKAGES

Requirements for each Module will vary according to the content of the course.
As a general guide, here is an outline of the workload for Module 1:

1. Search Questions on provided and/or designated material - Short items - approx. 2000 words in total
2. Field Reports on actual ceremonies and an interview with Celebrant/s - approx. 2000-3000 words in total
3. Learning Journal/Diary

Note: Module 2 involves assessment with a Speech and Voice person, speech and voice exercises, and a final assessment in this area, and is therefore different in style to the other modules.

DUE DATES FOR DISTANCE PACKAGES

The College has not set dates for submission of individual items. The time envisaged for working on each Module is equivalent to approximately 10 weeks at 8 hours per week. Modules should normally be completed within 6 months. If this presents problems, please contact us immediately. The College does not set dates for submission of work, as it sees its students as "self-starters" and able to manage their own time.

CERTIFICATES AND GRADUATION – DIPLOMAS

The College holds Graduation Ceremonies approximately every two years, to which all graduating students and their guests are invited to attend. Information is sent out periodically notifying students of upcoming Graduation Ceremonies.

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, Diploma Courses: Deborah Roffey

PO Box 3058, Mentone East VIC 3194 Australia

Ph: +61 430 102 232 **Fax:** +61 3 9515 4600

Email: info@collegeofcelebrancy.edu.au

Web: www.iccdiplomas.com & www.collegeofcelebrancy.com

(See page 4 for more staff contacts)

AVAILABILITY OF LEARNING RESOURCES

Australian Students: All Textbooks, Books, Tapes / CDs / DVDs are provided with the course electronically. For an additional $50 per Module, hard copies can be provided. (For remote students, a range of extra DVDs are available on loan).

Once registered you will receive Texts and DVDs, source material and assessment requirements electronically (unless requested via hard copy). 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.

International Students: All resources are provided with the course electronically.

NOTE: Hard copies of resources can be purchased individually at any time, on request.

In some countries and 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).

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. We do not do this in a facile way. Skills and learning must be genuine.

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.

We have administrative offices, from which all our course materials are dispatched.

Diploma Course information is dispatched by the **Registrar, Diploma Courses, Deborah Roffey**.

Deborah can be contacted by mail at: PO Box 3058 Mentone East 3194 Victoria Australia.
Ph: +61 430 102 232 or Fax: +61 3 9515 4600 or Email: info@collegeofcelebrancy.edu.au

(See further contact details on page 4).

Our main office is the Celebrants Centre, PO Box 548 Richmond Victoria 3121 Australia.
(Street Address: 54 Birch St, West Preston Vic 3072).
Ph: +61 3 9484 7443 or Fax: +61 3 9443 8086. Email: info@collegeofcelebrancy.edu.au

FEES AND COSTS

Fees* associated with College Diplomas are as follows:

Registration Fee is $295 – This is a **ONCE ONLY fee**, no matter how the course is paid for:

Upon payment of the Registration Fee, you become (and remain) a student of the College and can return at any time to take up further training without having to re-register.

Modules are $645 each. Students can elect to complete individual Modules of their choosing at any time to improve their skills and knowledge. There are a total of Eight Modules.

On successful completion of each Module, if requested, you will receive a Module Certificate of Attainment.

A **College Diploma, Advanced Diploma** or **Graduate Diploma** requires set Modules to be completed, as assigned (refer to Page 10 for further details). Modules can be taken over time, individually or concurrently.

Example 1:

Student "John" enrols in **"Module 4: Funeral Celebrancy in Practice"** –

Cost $295 Registration + $645 per Module fee **Total fee $940**
John elects to do no further study.

Example 2:

Student "Anna" enrols in **"Module 3: Wedding Celebrancy in Practice" -**

Cost $295 Registration + $645 per Module fee – **Total Cost of first Module $940**

Upon completion of Module 3, Anna enrols in **"Module 4: Funeral Celebrancy in Practice"** –

Cost $645 per Module fee – **Total Cost of second Module $645** (*Reg fee not payable again*)

Example 3:

Having successfully completed Module 3, Anna returns to complete further study in order to attain **Diploma of Marriage Celebrancy** (Modules 1, 2 & 3 required):

Anna enrols in **Modules 1 & 2 -**

Extra cost of $1290 ($645 x 2 for additional Modules - *Reg fee not payable again*)

Total cost of Diploma in Marriage Celebrancy $2230

Important to note: Upon completion, Anna would now also qualify for **Diploma in Funeral Celebrancy** without further cost, as the required Modules 1, 2 & 4 will have been successfully completed.

Therefore, total cost of DOUBLE DIPLOMA is $2875

NOTE: All resources are provided with the course electronically.

Australian Students: For an additional $50 per Module, hard copies of resources can be provided, or items can be purchased individually at any time.

International Students: Hard copies of resources can be purchased individually at any time, on request.

*Fees current as at January 2014 and are subject to change. All fees are quoted in Australian dollars (AUD). A currency converter can be easily located at the following web site - http://www.xe.com/ucc/

POLICIES

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

The International College of Celebrancy has policies on the following topics which are for all Diplomas in Celebrancy: Anti-Discrimination: Relationships with Others; Refund Policy; Grievance Policy and Procedure; Promotion and Privacy; Statement on Incomplete Payments and Course Materials. Australian Consumer Law (2011) (subsuming Trade Practices Act 1974)

1. Police 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 it 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 Modules, 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 Module 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 Modules other than the first Module 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 Module is 10 weeks. No refund will be given if a student withdraws after the 10 weeks allowed for the Module 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.

3. Grievance Policy and Procedure (Complaints)

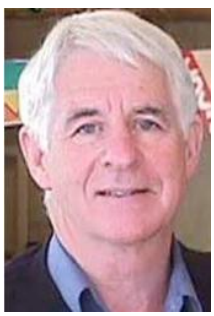
All prospective students will be provided i.e. have website access to this Grievance Policy and Procedure document.
All disputes or grievances will be handled professionally and confidentially in order to achieve a resolution.
All parties will have a clear understanding of the steps involved in the grievance 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 ten (10) 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.



Professor Michael Parer Chairman Advisory Board

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 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 or which they have publicly made known elsewhere. That information can be recalled or changed on request.

5. 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 Module until the payment for that Module has been completed.
2. In no circumstances will any documents such as Diplomas or Module Certificates be issued until all fees have been paid.
3. If the cost of the Module 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.

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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 Module. However, students should complete each Module within a 6 month period (see also Page 16).

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 Modules are not refundable.

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.

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, 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 Module and that they must start again. In this instance, the student will be required to pay again the full fee for the Module in question.

ANY QUESTIONS

If you have any questions regarding information contained within this brochure, please contact directly: **Registrar, Diploma Courses**: Deborah Roffey CMC - Ph. +61 430 102 232 or
Fax: +61 3 9515 4600 or alternatively via email - info@collegeofcelebrancy.edu.au

International College of Celebrancy

ENROLMENT FORM

Diploma Courses only

Student Details

Title: Mr / Mrs / Miss / Ms / Other _____ Surname: _____

Given Names: _____ Preferred Name: _____

Address (no. & street): _____

Suburb: _____ State: _____ Post Code: _____

Telephone: H ( ) _____ W ( ) _____ Fax ( ) _____

Mobile: _____ Email: _____

Web-page (if any): _____

Skype ID (if any): _____

Gender: (circle one) Male Female Date of Birth ___ /___ /____

May we share your contact details with other students? (circle one) Yes No

Would you like to be part of the College-based email group? (circle one) Yes No

Authorized Celebrant Number _____ Celebrant qualifications _____

Qualifications obtained at: (state College/TAFE etc) _____

Optional:

Country of birth _____ Languages other than English _____

Tertiary Qualifications (if any) _____

**** NEW STUDENTS ONLY ****

Applicants who have not trained with ICC, or have no prior Celebrancy qualifications <u>must</u> also provide a 250 word statement (approx.) stating 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.

Signed: _____ Signature Date: _____/_____/_____

International College of Celebrancy

ENROLMENT FORM

Student's Full Name: _____

Diploma courses: (All prices in Australian Dollars) **Currency conversion at - www.xe.com**

COURSE MATERIALS SUPPLIED ELECTRONICALLY WITH E-LEARNING.

Australian Students: Study materials also available in hard copy – cost $50 per Module.

Do you qualify for *Student Payment Plan? If so, get $145 off each Module ***No other discounts apply.**

Modules (Tick All That Apply)	Tick all that apply			**Cost**
	E-Learning $645	**Hard Copy (Aust Only) $50**	**Student Pmt Plan $500**	
Module 1 - The History Nature and Development of Ceremony				
Module 2 - Public Speaking, Management and Choreography				
Module 3 - Wedding Celebrancy in Practice				
Module 4 - Funeral Celebrancy in Practice				
Module 5 - General Celebrancy in Practice				
Module 6 - Celebrancy as a Profession & Small Business				
Module 7 - The History, Nature and Development of Secular Celebrancy				
Module 8 - Values, Ideals and Spirituality for Celebrants				
New Registration: $295 (Compulsory, if not trained & registered with ICC) ***OR***				
Discounted New Registration: $200 (If trained with Lifeskills/VU/Nepean)				
			TOTAL $	

All payments must be in Australia dollars.

Payment Method: *(Tick one)*

☐ **Direct deposit to International College of Celebrancy** *(preferred)*

Bank: Credit Union Australia BSB: 814 282 A/C No: 312 663 83

Amount $ _____ Date Deposited _____ Reference: (*Your surname*) _____

☐ **Credit Card** (circle one) Visa / MasterCard / Amex Amount **$** _____

Card No._____ Expiry ___/___ Signature _____

☐ **Cheque** (Aust Only) enclosed for $ _____ payable to *International College of Celebrancy*

☐ **PayPal** - *Please send me a "PayPal Payment Request"*
Alternatively, you can select "Send Money" in your PayPal account and send total amount to email: info@collegeofcelebrancy.edu.au

Amount $ _____ Date Paid _____ Reference: (*Your surname*) _____

Refund Policy - Visit: www.iccdiplomas.com & www.collegeofcelebrancy.com

Scan and send as pdf to: info@collegeofcelebrancy.edu.au ***OR*** **Fax to: +61-3-9515 4600**

Or Post to: Deborah Roffey, Registrar of Diploma Courses, PO Box 3058 Mentone East 3194 Victoria Australia

Any queries, please email as above, or phone: +61 430 102 232