

the Gordon  
AWARDS  
FOR  
EXCELLENCE

2017  
FINALIST



GIPPSLAND  
CELEBRANT  
SERVICES

*Wedding Information Booklet  
for Couples*

**Your Ceremony, Your Way**

**Adam Townsend**  
Commonwealth Registered Marriage Celebrant  
Funeral & Special Occasion Celebrant

Cover Photo: Reflections Photography Sale, Parnassus, Warragul

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[www.gippslandcelebrant.com.au](http://www.gippslandcelebrant.com.au)

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## About your Celebrant, Adam Townsend



I established Gippsland Celebrant Services in November 2017 and pride myself that Gippsland Celebrant Services provides a **trusted, reliable** and **professional** experience across a range of celebrancy services.

I hold a Certificate IV in Celebrancy and approval to conduct weddings within Australia as a Commonwealth Registered Marriage Celebrant in January 2018.

I am grateful to now be a multi-award-winning celebrant, being nominated from those who I have assisted in their ceremonies. I am truly humbled, honoured and proud but also thankful to my many couples for their support and trust in me.

I am a member of several celebrant associations & professional bodies of which have their own code of ethics. This is something I am a strong believer in, allowing me to provide my services with professionalism, dignity, and respect.

I have a strong history in serving the community with a range of emergency services that spans in excess of 25 years and remain a current volunteer with CFA. I have a range of qualifications that include small business operations which complements my decision to operation as a celebrant fulltime. I am honoured to lead any ceremony.

I live in Traralgon, and have been in Gippsland since 2010, after moving from Melbourne where I grew up and worked. I am an immensely proud father of 2 children.

As a celebrant, I am engaged to write and conduct a range of ceremonies that include Weddings, Funerals, Naming Ceremonies, Memorials, Milestones, MC duties and more.

When performing these roles, I take my job extremely serious and see my role as one to help lighten the load whilst still in a relaxed and fun way. I do not want you stressed.

I provide advice, support and guidance to ensure your ceremony meets and hopefully exceeds your expectations.

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## What does a Commonwealth Registered Marriage Celebrant do?

### Ever wondered what a celebrant actually does in preparation for your wedding?

Here is a quick run-down of the steps that a celebrant goes through in preparation for a wedding.

Different celebrants have different styles, but this will give you an idea of what is involved:

- Responding to enquiries about ceremonies
- Initial and subsequent meetings with the couple
- Phone calls and emails to stay connected and exchange ideas for the ceremony
- Witnessing and receiving your Notice of Intended Marriage
- Checking identity documentation
- Providing a wedding ceremony planning kit or resources
- Discussing your ideas for the ceremony
- Preparing first and subsequent drafts of ceremony for you to approve
- A rehearsal if you would like one
- Preparing certificates
- Attending ceremony with agreed equipment e.g. PA System, signing table, chairs
- Conducting the ceremony on the day
- Ensuring all legal requirements are met
- Forwarding signed marriage certificate and other documents to the appropriate Registry
- Providing information on ordering marriage certificate
- Seeking and acting on evaluative comments from couple

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**Behind the scenes, professional celebrants:**

- ensure all the activities meet the Code of Practice required of them by the Marriage Act 1961
- keep up to date with the latest changes in the law and with relationship education services
- attend annual professional development sessions and/or conferences
- pay annual fees to cover the cost of the government regulation of marriage celebrants
- ensure their websites and other advertising activities meet the government's advertising Guidelines
- participate in their celebrant association's networking on-line and/or face-to-face activities
- ensure their office is equipped with appropriate stationery (legal and other) to resource their work
- plan and network with other celebrants to ensure back-up systems are in place should unexpected illness or other circumstances affect their ability to proceed as your celebrant

To support all the above a celebrant requires a wide range of planning, organisation, business, marketing and other skills to run their celebrancy practice efficiently and effectively.

Just because they can make their work look easy – it does not mean that it is easy

**Professional marriage celebrants *care* about making *your* day special!**

**Gippsland Celebrant Services is a proud member of the  
Following associations**



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## What is Included in each package?

<b>Micro (Legal bits) \$350</b>
<ul style="list-style-type: none"> <li>- Legal wording only (Monitum and Vows)</li> <li>- Lodgement of the Notice of Intended Marriage</li> <li>- Ordering of Official Marriage Certificate from Births, Death and Marriages</li> <li>- <u>FULL</u> Payment required at time of booking</li> <li>- <b>No</b> travel included (Any kilometres are charged at .70 cents per kilometre)</li> </ul>
<b>Mini (Registry style) \$450</b>
<ul style="list-style-type: none"> <li>- Initial consultancy meeting</li> <li>- Lodgement of the Notice of Intended Marriage</li> <li>- Choice of TWO non-tailored pre-written ceremony scripts</li> <li>- Use of decorated signing table and certificate signing pens</li> <li>- Ordering of Official Marriage Certificate from Births, Death and Marriages</li> <li>- <u>FULL</u> Payment required at time of booking</li> <li>- <b>No</b> travel included (Any kilometres are charged at .70 cents per kilometre)</li> </ul>
<b>Basic (Choose own adventure) \$650</b>
<ul style="list-style-type: none"> <li>- Initial consultancy meeting</li> <li>- Lodgement of the Notice of Intended Marriage</li> <li>- Unlimited contact via email, phone, and social media</li> <li>- Use of decorated signing table and certificate signing pens</li> <li>- "Build your own adventure" style ceremony script</li> <li>- Choice of 1 Reading <b>or</b> 1 Ceremonial Ritual</li> <li>- Use of Portable PA system for ceremony</li> <li>- Inclusion of music for ceremony</li> <li>- Ordering of Official Marriage Certificate from Births, Death and Marriages</li> <li>- 100 km <b>return</b> journey travel costs included – Additional kilometres are charged at .70 cents per kilometre</li> </ul> <p>* Round white arbour available for hire for \$40 (decorations not supplied)</p>
<b>Standard (Bells and Whistles) \$850</b>
<ul style="list-style-type: none"> <li>- Initial consultancy meeting</li> <li>- Lodgement of the Notice of Intended Marriage</li> <li>- Unlimited contact via email, phone and social media</li> <li>- Face to Face meeting if required</li> <li>- Use of decorated signing table and certificate signing pen</li> <li>- Fully Personalised Ceremony Script of the with as many drafts as necessary for the final script</li> <li>- Inclusion of Readings and or Ceremonial Rituals as required</li> <li>- Rehearsal of Ceremony conducted (if wanted)</li> <li>- Use of Portable PA system for ceremony</li> <li>- Inclusion of music for ceremony</li> <li>- Ceremony copy in hardcover photobook</li> <li>- Ordering of Official Marriage Certificate from Births, Death and Marriages</li> <li>- FREE use of Round Wedding Arbour (decorations not supplied)</li> <li>- 200 km <b>return</b> journey travel costs included – Additional kilometres are charged at .70 cents per kilometre</li> </ul>

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## The Wedding Space

I am very proud to introduce "The Wedding Space". This intimate place as part of the Gippsland Private Wedding Registry is designed to celebrate your wedding without the pressures of a large venue or the need to travel to Melbourne for the registry office.

For only \$600 you get your wedding using the "Mini" pack listed on the previous page, the use of the wedding space including seat for 8 guests as well as a recording of your ceremony.

All legal paperwork including the official certificate from Births, Deaths and Marriages is included in the price.



\$600 and no more to pay!



Viewings of "The Wedding Space" are available

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## **Relationship Support:**

By Law, I will provide you each with a copy of the "Happily Ever.... Before & After" brochure produced by the Commonwealth Attorney General Department.

In further support, I have created my own relationship support brochure for you to have.

It is a reference tool for you to keep that provides a range of support services for issues or problems that may pop up within your relationship.

Please note this is not intended as a counselling guide or anything like that, it is purely a reference guide to point you in the direction of services that may be needed

## **Relationship Questionnaire:**

In the Basic and Standard pack, you will receive two copies of the relationship questionnaire. This I need you both to complete. It will allow me to get to know you more, but it will provide the bulk of the content for your ceremony. The more you give me the more I have to use for your ceremony.

I will use it to tell your story to your guests and incorporate the information throughout the ceremony. You can complete it as a couple or independently, whatever suits, it may prompt you to recall other information not already provided.

If you intend on keeping your vows hidden until the actual wedding day, let me know so I know to keep it hush hush.





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## Order of Service:

Have you ever thought about what your wedding ceremony will look like?

Below is an idea of what can be included in a ceremony. Whatever your package is, the relevant ceremony "order of service" is included in your kit.

The Monitum and Vows must be included for the ceremony to be legal, otherwise it is a commitment ceremony and not a wedding.

- Entrance
- Entrance Music Welcome
- Presentation
- Monitum (legal wording required)
- Story of the wedding parties
- Asking
- Readings / Ritual
- Vows (legal wording required / can add to it)
- Ring Exchange
- Legal paperwork completed - Signings with witnesses
- Music during signing
- Presentation of the marriage certificate
- Options for clients copy of their ceremony / any other certificates required (bridal party)
- Announcements
- Declaration
- Wedding party exit & Music plays

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## Monitum & Vows:

As a Commonwealth Registered Marriage Celebrant, I am bound by Law to ensure that any weddings are carried out in accordance with the Marriage Act 1961, as such at a minimum the Monitum and Vows have a set legal requirement outlined below. Depending on what package you purchased, we will work together to add to it so you have your own personal vows, but the Monitum is set.

### The 'monitum'

All authorised marriage celebrants are required to include a statement (the 'monitum') explaining the nature of the marriage relationship in all marriage ceremonies they perform (section 46 of the Marriage Act). From 9 December 2017, the monitum has changed to reflect the new definition of marriage:

**“I am duly authorised by law to solemnise marriages according to law. Before you are joined in marriage in my presence and in the presence of these witnesses, I am to remind you of the solemn and binding nature of the relationship into which you are now about to enter. Marriage, according to law in Australia, is the union of two people to the exclusion of all others, voluntarily entered into for life”**

### The Vows

Subsection 45(2) of the Marriage Act sets out the vows required to be said by parties to a civil marriage ceremony. From 9 December 2017, the vows have changed to reflect the new definition of marriage:

**“I call upon the persons here present to witness that I, A.B. (or C.D.), take thee, C.D. (or A.B.), to be my lawful wedded wife (or husband, or spouse)”**

Depending on what package you purchased, you are able to add to this, with your own words.

Creating your vows can be something that you can do as a couple or if you want something even more special do it alone, so your partner only hears it on the day.

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## Poems & Music:

As each of the packages including different elements, so depending on what package you purchased, I have provided some samples of poems and music for you to review so you have an idea of what can be used within a ceremony.

Over time you may have a special piece of music or writing that you would like to incorporate. Together we will work on your ceremony and make sure that what is special and meaningful to you will be relayed to all of your guests for them to share with you

This is also an opportunity to have a think about getting others involved in your ceremony as you may have someone you might want to read a poem or a special reading

## Rituals in Ceremonies:

Depending on what package you purchased a ritual may be included in your ceremony.

Below are some of the most popular rituals that have been used in ceremonies. This is not all of them and I can provide more information if any of them jump out at you or that you want to include them in your ceremony.

We can adapt them to suit your needs accordingly

- Hand fasting,
- Blessing/Warming of the Rings,
- Roses, Sand,
- Coloured Water,
- Tree Planting,
- Candle,
- Ribbon cutting,
- Exchange (ring or gift),
- Love note ceremony,
- Cutting the log



Photo credit: Bride 2 Be Photography, Handfast Ceremony

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## Wedding Related Suppliers:

When planning your wedding you have a lot to consider, If you need any help with locating a supplier for any of the following please let me know and I will help where I can

Beauty

Videographers

Photographers

DJ

Gardens

Public Parkland

Beach

Ceremony and/or Reception Venues

Cars

Cakes

Wineries

B & B

Florist

Homestead

Snowfields



**Need a Wedding Archway?**

- FREE with Standard pack.

- \$40 with Basic Pack

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