

Responsibilities

Role: **Funeral Celebrant**

Responsible to: **HSS via the Regional and National Coordinators**

Overall Responsibility

Responsible for ensuring that the ceremonies provided to the public are of a high standard and that the Society's good relationships with organisations concerned with the provision of our service are maintained. Responsible for adhering to the Celebrant's Code of Conduct.

Main Activities

1. To respond to funeral requests from bereaved families, Funeral Directors or others, by returning phone calls promptly and contacting the family at the earliest opportunity.
2. To visit the bereaved family at a mutually agreed time.
3. To gather enough information about the deceased person to write a full and rounded tribute.
4. To construct the ceremony to include
 - a. a tribute to the deceased person
 - b. humanist principles
5. To advise the family on music, poetry and readings.
6. To agree the final ceremony with the family where appropriate, by visit, phone, fax or email.
7. To arrive promptly on the day of the funeral.
8. To conduct the ceremony in conjunction with the Funeral Director and/or Crematorium/Cemetery staff and to ensure, as far as possible, that the ceremony length is no more than the time limit set by the Funeral Director or Crematorium.
9. Where possible, to provide the family with a copy of the script afterwards.
10. To keep records of all ceremonies conducted and to send quarterly returns and commission fees promptly to the National Coordinator and Treasurer.

Requirements

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Desirable

1. Experience of working with and supporting bereaved people
2. Experience of interviewing people
3. Experience of public speaking

Essential

1. A clear understanding of and commitment to humanist principles and a commitment to contribute to the wider Humanist Society of Scotland community.
2. The ability to establish rapport with people from a variety of different backgrounds
3. The ability to listen effectively and with empathy and sensitivity
4. The ability to ask open questions
5. Competence in writing skills:
 - a. the accurate and correct use of language, punctuation, spelling and grammar
 - b. the ability to express thoughts in writing in a meaningful, organised and appropriate style
6. Presentation skills:
 - a. the self confidence and authority to lead a ceremony
 - b. a clear, audible and expressive voice
7. A calm and reassuring manner and the ability to deal with highly charged emotional situations
8. Smart personal appearance
9. Organisational skills
10. The ability to liaise effectively with families, colleagues, Funeral Directors and Crematorium/Cemetery staff
11. The ability to work to very tight deadlines
12. Access to reliable transport
13. Competence in using the internet, email, word processing software, spreadsheets and databases.