**SICA Membership Process and Application.**

Thank you for considering membership of SICA.

Please use this document to apply for Provisional Membership, and, when you are ready, also to apply for Full Membership.

* When applying for **Provisional Membership**, please complete **pages 3 – 4** and submit the entire form to secretary@celebrants.scot

**Please ensure that you save this document.**

* When applying for **Full Membership**, please complete the details on **page 11**, and, when you are ready to have a service/ceremony peer reviewed, contact secretary@celebrants.scot who will advise which committee member will carry out your review. Complete **pages 12 – 15** before sending the whole document to the relevant committee member in order to complete your peer review and Full Membership Application process.
* Once your peer review is complete, your reviewer will send a copy to yourself and to the committee for consideration at the next committee meeting. Once full committee approval is given, you will receive a final, complete version of this document.
* At each stage of the application process, this document will be saved securely in your SICA folder on the SICA external hard drive by the Membership Secretary.

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Information about Membership of SICA

The Scottish Independent Celebrants Association is a professional body of working celebrants. Those wishing to join need to demonstrate a commitment to an acceptable professional standard in dealing with ceremonies. This can be done by giving examples of ceremonies already conducted and/or examples of training and other relevant experience.

**There are 2 levels of membership**.

Provisional Membership is the entry level, and it is expected that, within a year of joining at this level, Provisional members will be ready to apply for full membership. All documents received from applicants are securely saved by the Membership Secretary in a file on the SICA external hard drive. Please see the SICA GDPR policy for more details.

|  |  |
| --- | --- |
| **Provisional Membership £62.50 (Annually)**  | **Full Membership £125.00 (Annually, paid by 30th November)** |
| **Provisional Members:****Are covered by group public liability policy for a year.****Are covered by group professional indemnity policy for a year.**Receive a Certificate of Provisional Membership.Are invited to join the SICA Members’ Facebook Page.Have access to selected SICA CPD courses.Will receive a sample format for CPD Logs and suggestions for Celebrant Self-care.Are expected to arrange a Peer Review, within a year of becoming an Provisional Member, to be carried out by a member of the Committee, before applying to become a Full Member. | **Full members:**Continue to be covered by group public liability policy.Continue to be covered by group professional indemnity policy.Are expected to arrange an annual/biennial Peer Review.Can use the SICA logo.Are listed on SICA website with an individual page entry. Receive a SICA lapel badge and Certificate of full membership. |

Provisional Membership Application Form

Name:

Address:

Mobile:

Email:

Website:

Please note that SICA will only use your contact details for the benefit of marketing your business and staying in touch. We will never pass your details on to direct marketing companies.

* Please indicate which area or areas of Scotland where you will be working, and if

 you are willing to travel.

* Please indicate the ceremonies you wish to offer to conduct: For example:

 Funerals, Memorials, Celebrations of Life /Wedding Celebrations, Commitment

 Ceremonies, Legal Marriages/Renewal of Vows / Naming ceremonies for all occasions,

 including welcoming the arrival of a new family member, celebrating a change of name,

 marking a rite of passage in the presence of your community. Other Ceremonies (please

 state).

* Please tell us why you have been drawn to become a Provisional member of SICA?
* Please list below details of ALL Celebrant Training and indicate which copies of

 certificates you have emailed to secretary@celebrants.scot

* Please provide a personal statement describing a little of who you are and what

 skills you bring to your work as a celebrant. For example, consider; any

 transferable skills, any new skills you are learning through CPD, consider what will

 or does make you a good celebrant / a celebrant of choice or any other relevant

 experience? (**Maximum 800 words**)

* Your application cannot be progressed unless a copy of your Basic Disclosure

 form from Disclosure Scotland is attached, and you can confirm that you have

 spoken with a member of the committee. If you have not already done so, please

 contact secretary@celebrants.scot to arrange a call with a member of the

 committee.

Please indicate that your Disclosure Certificate has been emailed to secretary@celebrants.scot

Please state the name of the committee member you have spoken to:

* Once your application has been approved (usually within around 10 days of your application being submitted) you will receive an invoice and be required to pay your Provisional Membership fee of £62.50.

On payment of your £62.50 annual Provisional membership fee, you will receive a receipt, a Certificate of Provisional Membership, a copy of the SICA Insurance details and other relevant documents.

You will be covered by SICA Insurance for a year.

You are invited to join the private SICA Facebook Group for Members, using this link:

<https://www.facebook.com/groups/SICAmembers>

Your request can only be approved once you have become an Provisional Member, and we ask that you post an introductory message, including where you are based. We very much encourage SICA members to make contact with one another, to share experiences and good practice.

There is also a public SICA Facebook page, open to non-members which you are welcome to join, using this link:

[Facebook](https://www.facebook.com/ScottishIndependentCelebrantsAssociation/)

**I have read and understood the process for applying for full membership, and the Code of Practice (below) to which I will adhere.**

**Please sign below to confirm all the above information is correct.**

**Signed: Date:**

Submit to: secretary@celebrants.scot

**Committee Approval for Provisional Membership agreed on:**

**Please save this document to complete when you are ready to apply for full membership.**

Application Process for Full Membership

Application for full membership should be made within a year of being an Provisional Member. A request to extend the period of Provisional Membership, detailing the reasons for this request, should be sent to secretary@celebrants.scot, and requires Committee approval.

On successful application, full members will be required to pay an adjusted balance of your subscription fee, depending on the timing of your full membership being approved:

Oct to and including Dec - £62.50

Jan to and including March - £46.88

April to and including June - £31.25

July to and including September - £15.63

Application for full membership will be considered once Provisional Members are able to evidence satisfactory professional development.

The application for Full Membership (below) **must** include:

* A satisfactory Peer Review (carried out by a member of the Committee) for at least one ceremony or service.
* Since becoming an Provisional Member,
	+ Details of additional individual relevant experience.
	+ Evidence of additional training being undertaken or completed.
	+ Record of additional CPD activities undertaken.
* Agreement to adhere to the SICA Code of Conduct.

SICA Code of Practice & Peer Review Process

In order to ‘promote and support the highest standards of Scottish Celebrancy’ and to confidently recommend SICA Celebrants, there is a Code of Practice to which all members must adhere, and a peer review process to ensure that our high standards are maintained.

**The Code of Practice:**

* Ensures that SICA celebrants all meet the standards of professionalism, capacity and competence that clients should be able to expect.
* Gives celebrants guidance on what is expected of them.
* Includes a Peer Review process which provides a valuable development experience for both the celebrant being reviewed and the reviewer.
* Recognises that all SICA celebrants are individual and work in their own way,

Therefore, in order to continue with their full membership **every SICA celebrant** will be expected to:

* Work within the SICA Code of Practice including having no upheld complaints made to SICA in the last year.
* Have a peer review carried out on at least one of their services every year/every two years (TBC), by another SICA member.
	+ A completed peer review form should be returned to secretary@celebrants.scot who will save it in the member’s folder.
	+ Members will receive a reminder by the end of October, if a peer review form has not been submitted.
* Have a Basic Disclosure Certificate.
* Have an individual Self-Care plan in place (the format of this is optional), or be able to demonstrate understanding of the importance of self-care as a Celebrant, and give examples of appropriate strategies/actions. (Top Tips for Celebrant Self-Care are available).
* Demonstrate a commitment to continuous professional development by completing at least two CPD activities each year. These could include:
* Attendance at a SICA (or other) CPD session.
* Attending a different style of service or ceremony.
* Reading relevant books, publications or online resources.
* Completing relevant training courses.
* Taking a tour of a new crematorium or ceremony venue.
* Any other activity which improves your practice and understanding in celebrancy.
* Members should keep a log of a log of qualifications and CPD training.

(The format of this is optional, a sample format is provided).

* Members must adhere to all relevant legislation, such as General Data Protection Regulations, Marriage Regulations etc.

SICA Code of Practice

This code of practice will be adhered to by all. Possible breaches of the code will be investigated by the SICA Committee, whose decisions will be considered final.

**Working with clients**

SICA Members must maintain the highest standards of professionalism at all times in their client relations ships. This includes, but is not limited to:

* Punctuality.
* Appropriate standards of dress for all situations (client visits and ceremonies), acknowledging that clients may prefer a more or a less formal approach and may request specific dress codes.
* Being clear on costs
* Guaranteeing client confidentiality at all times.

SICA Members should bring these same high standards of professionalism to their dealings with other professionals involved in the ceremony such as funeral directors, venue staff, musicians.

SICA Celebrants will not:

* Bring SICA or independent celebrancy into disrepute at any time.
* Let their own beliefs or views take precedence over the beliefs and views of the client.
* Use access to clients to promote any interest, ideology or other profession they may have.
* Discriminate against anyone, whether clients, or colleagues, or other professional contacts, on grounds of any protected characteristics.

**Creating ceremonies**

As far is reasonably possible, the celebrant must create and deliver the service or ceremony that the client wants. This includes:

* Ensuring accuracy in information used at all times.
* Giving the client the opportunity to review and amend drafts of the ceremony or service.
* Respecting the beliefs and views of the client. SICA believes in diversity and equality for all people and the services its members offer will reflect this.
* Sourcing appropriate poetry or readings where required.
* Sourcing or advising on music where required.

**Legal, financial and general conduct**

SICA members must always:

* Work within all legal regulations that apply to their work.
* Store and use client information in line with General Data Protection Regulations.
* Keep proper business records, submit timely tax returns and adhere to all government regulations.
* Be properly insured. All members are expected to have read and understood their SICA insurance cover. (This is provided for a year for Provisional Members).
* Have a Disclosure Scotland basic disclosure certificate.
* Comply with the Guidance on GDPR, which can be found here:
	+ [Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)
* Have a demonstrable commitment to continuous professional development.

**Complaints procedure**

**SICA members must always:**

* Provide clients with the opportunity to make comments or complaints directly to SICA, providing SICA contact details for this purpose. (SICA Complaints Procedure is available)
* Deal with any complaints or disputes in a timely and professional manner, passing any unresolved matters to the SICA committee.
* Alert the Chair immediately, of any difficult or challenging situations which could lead to a complaint, providing all relevant details.

Full Membership Application Form

Please note that applications for Full Membership cannot be considered without details of training undertaken. SICA do not recommend particular training providers, but support our own full members in training that they may offer (See FAQs document). It is very valuable for the Association to be informed of the experiences of our members regarding training.

* Details of additional individual relevant experience since becoming an Provisional Member.
* Evidence of training being undertaken or completed (copies of certificates can be included), since becoming an Provisional Member.
* Details of the most significant learning from training undertaken.
* Record of additional CPD activities undertaken since becoming an Provisional Member. (Log or record of CPD activities can be included)

**Please indicate if you have attached copies of:**

\*\*Sample scripts from ceremonies or services. Yes/No

\*\*Recordings of ceremonies or services. Yes/No

Recommendations or Reviews from families/couples/Funeral Directors/Wedding Planners etc. Yes/No

\*\*The scripts and recordings could be from ceremonies or services which you have written or recorded for training purposes.

**I agree to adhere to the SICA Code of Practice.**

Signed:

Date:

SICA Peer Review to Support Application for Full Membership

Celebrant, please complete.

**Please note – if the Reviewer attends the service/ceremony the date for the review must allow the Celebrant time to complete their self-reflection, and share it with their Reviewer.**

**Type of Ceremony: Date: Location:**

**Name of Reviewer:**

**Ceremony observed: in person/via webcast**

**Copy of Ceremony Script sent to Reviewer: yes/no**

**Date of Review:**

**Review carried out: in person/video call**

**Celebrant Self-Reflection**

**Please comment briefly on:**

**Prior to the Service/Ceremony**

* Communication with Funeral Director/Wedding Planner etc.
* Communication with Family/Couple.
* Process of crafting the Ceremony.

**At the Service / Ceremony**

* Self-presentation.
* Arrival: eg timing, ‘grounding practice’ immediately before the service/ceremony begins, meeting relevant staff at the venue/location etc.
* Meeting/Greeting family members/guests.
* Delivery of Script. (including any comments on dealing with your own emotions which may have been triggered).
* Music
* Reading(s)
* Timing of Service/Ceremony.
* Ending, speaking with family, gifting presentation script if applicable.

**After the Service/Ceremony**

* What went particularly well?
* What would you have improved, or do differently in the future?
* If you have watched a recording from the service/ceremony, is there anything in particular that surprised you/pleased you etc.?
* Please refer to the SICA Code of Practice and comment/relate these to your own practice, giving particular attention to the headings:
	+ **Working with clients**
	+ **Creating Ceremonies**
	+ **Ceremony delivery**

**Please email this document to the Committee Member who is carrying out your Peer Review**

**Discussion with your Reviewer**

(To be completed by the Reviewer).

**Discussion on Self-Reflection**: summary of significant points.

**Examples of good practice** demonstrated by the celebrant include:

**Self-Care**

The Celebrant demonstrated good understanding of the importance of self-care and gave examples of appropriate measures to take care of well-being.

The Celebrant identified the two most significant examples of CPD carried out during the last year as:

1.

2.

Further recommendations if needed.

The Celebrant demonstrated understanding of, and adherence to, the Code of Practice.

Yes/No

Areas for further development are:

**Based on this peer review,** **and completed full membership application form, I recommend …… for full membership of SICA.**

Signed:

Date:

**Based on this peer review, and completed full membership application form, I recommend that the following areas for development are considered before re-submitting an application for full membership.**

Signed:

Date:

**SICA recommend that re-submission of application for full membership is restricted to three attempts.**

**Committee Member** – please copy to applicant and to secretary@celebrants.scot

for full committee consideration at the next committee meeting.

Committee Approval for Full Membership of SICA

**Committee approval for full membership of SICA agreed at the Committee meeting on:**

Date:

Once this approval has been given, and you have paid the balance of your full membership fee you will:

* Receive the SICA Logos which you may use for your Celebrant communications.
* Be advised on adding your details to the SICA website.
* Be invited to SICA CPD events.
* Receive a SICA pin badge and Certificate of full membership.

For further information, please contact:

secretary@celebrants.scot