
MINISTRY TERMS AND CONDITIONS

About what I offer as your minister:

Thank you for engaging me as your minister. I am honoured to serve you at this very sad time.

I realise that you do not wish to be bothered by paper work at this very sad time. However, to engage together, we need to be clear about our commitments to each other. These Terms and Conditions lay out my commitments to you in helping you to prepare for this sacred occasion and to hold the service for you, and also describe how you engage me for this service. I have tried to keep these as simple as possible. As much as anything, these mainly describe my commitments to you, and outline a plan for unexpected circumstances, such as if one of us falls ill.

Terms of Engagement

Fees and optional value payment:

My base fee for consulting on, preparing, and holding the ceremony is £225.

This fee covers up to two preparation meetings of approximately 1 hour each ahead of a service, along with my time for writing and conducting the ceremony. Should additional time or activity be required, I will inform you at the earliest opportunity and agree additional fees with you, if appropriate.

My fees will be included in an invoice sent to you by the Funeral Director, who will then pay me on your behalf.

Expenses:

No additional expenses are required for holding this service. My travel within the Southend area is included.

Activities:

I will propose and help you identify a form of service that will mark the passing of your loved one in a powerful and sacred way, and which will be meaningful for you.

I open myself to listen, to pray, to offer suggestion and observation, and of course, to support you before, during and after the service.

I will undertake the following activities:

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~ Hosting up to two preparatory conversations to help understand wishes, to hear about the life of your loved one who has passed, and to propose a suggested form and content for the service;

~ Drafting the service, including sourcing any readings, recorded music, and poems, and making any revisions to this needed following your review of it;

~ Liaising with any other people that you wish to be involved in the service, if appropriate, e.g. to offer a reading. My intention here will be to ensure that they are comfortable with what they are being asked to do, and for me to be able to plan appropriate time in the service for this. I may ask if you can ask anyone playing a part in the service to contact me, or to ask whether they are happy for me to have their contact details in order that I can approach them;

~ Setting-up for and holding the service.

Changes to our agreement:

If you need to reschedule an appointment that we have arranged for planning the service, or need to rearrange the day or time of the service itself, please give me notice of this if you are able to, unless you have an emergency or illness and are unable to do so. I understand that this is a very busy and distracting time, and I aim to be flexible if you need to change a time.

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

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

In such circumstance, I would ensure that you are not inconvenienced any more than is necessary, and that the fees that we had pre-agreed are honoured.

My contact:

Please feel free to email me any time between our conversations, up to and after the service at clive@clivejohnson.co.uk to share something that's on your mind, ask a question or to just use me as a "listening ear". I will do my best to respond as quickly as

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possible and to hold you in my thoughts and prayers during this time. I do not charge for these brief contacts between our agreed conversations.

Complaints:

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to offer service to you that is open, honest, real and trusting. Please ask me if there is anything you don't understand or feel uncomfortable about as we talk.

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

Data Protection and Confidentiality:

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

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

If you reside or outside the United Kingdom, I will treat any requests regarding access to personal data that are made by you in the same manner as if you were you a United Kingdom resident under the United Kingdom Data Protection Act.

Insurance:

I confirm that I am properly insured to practice as a minister.

Ethics:

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