

# CIVIL FUNERAL CELEBRANT ASSESSMENT FORM – September 2022 to August 2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Civil Funeral Celebrant’s Name: | | | |  | | | | | | | | | | | | | |
| Your Name | | |  | | | Position Held | | | |  | | | | | | | |
| Name of Crematorium | | | |  | | | | | | | | | | | | | |
| Please circle choice (1= poor, 10=excellent) and add any comments that might be helpful | | | | | | | | | | | | | | | | | |
| A | Arrival of Celebrant Did the Celebrant arrive in good time? Did they check the music was correct and agree music cues? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| THE CEREMONY | | | | | | | | | | | | | | | | | |
| B | Timing Did the celebrant stay within the allotted time for the ceremony? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| C | Clarity Could you hear clearly every word that the Celebrant said and was their pace and tone appropriate? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| D | Visual Impact & AppearanceWas the Celebrant dressed suitably (They are not required to wear black except on request from the family)?Did (s)he show the right level of animation?Was eye contact appropriate with the chief mourners and the whole congregation?Did (s)he maintain an appropriate facial expression (i.e., gentle use of smiling)? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| E | ConfidenceDid the Celebrant look confident, or did they show signs of nervousness? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| F | Appropriate Manner Did the Celebrant have the correct level of formality at the right times (i.e., entrance and exit)? Did (s)he display any distracting mannerisms? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| G | Personalisation How personalised was the wording used by the celebrant during the opening, closing and farewell? Was it tailored to the deceased or did you feel that they were using a template? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| H | Ability to Control Proceedings Did the Celebrant inform those present of the structure of the ceremony and give clear instructions (i.e., When to stand and sit)? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| THE TRIBUTE/EULOGY | | | | | | | | | | | | | | | | | |
| I | Language Was the language simple and appropriate for the congregation? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| J | Capture the Essence of the Person? Did the Celebrant give a good picture of the life and personality of the deceased? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| K | Delivered with Sincerity & Empathy? Was the tribute delivered with warmth and sincerity, using some humour where appropriate? | | | | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | 8 | 9 | 10 |
| Comments | | | | | | | | | | | | | | | | |
| OVERALL COMMENTSPlease give your overall assessment of the Celebrant’s ability and the quality of the ceremony. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Signed | |  | | | | | | Date | | | |  | | | | | |

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