

WAKEFIELD

REGISTRATION & CELEBRATORY SERVICES



A guide to your Naming Ceremony

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working for you

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Feedback

We are continuously seeking feedback to help improve the information we provide to our customers. If you have any suggestions or comments please contact us on 0345 4 852 888 or email wakefieldregistrars@wakefield.gov.uk

WELCOME

Parent(s) Name(s) _____

Child's Name / Children's Names _____

Venue: _____

Date & Time of Ceremony: _____

Wakefield Registration and Celebratory Services aims to make your naming ceremony personal to you, providing a happy and relaxed environment to welcome your child into the family.

The enclosed information will help guide you through the formalities when planning this special occasion.

We have provided you with choices of parents promises, supporting adult promises and grandparents promises; you can further enhance the ceremony with readings, personal stories and music of your choice (these must be approved by us in advance of the ceremony) Please remember that a Naming Ceremony must have no religious connotations.

Please complete and return the detachable ceremony arrangement form. We will use the information you provide to prepare and personalise your ceremony.

The current fee for your ceremony is £..... The fee is payable at least six weeks prior to the ceremony. Please note that this fee is subject to an annual increase on the 1st January.

Payment can be made by cash, cheque, debit or credit card. Cheques should be made payable to Wakefield Council.

Your booking is taken subject to your chosen venue agreeing to certain conditions. May I take this opportunity to draw your attention to the Terms and Conditions regarding your ceremony booking towards the back of this booklet.

Our professional and dedicated team is available to offer advice and will strive to ensure that your ceremony is special in every way.

If you have any specific queries about the ceremony, please ring or e-mail me and I will be happy to help.

Yours sincerely

2 Ceremonies Co-ordinator

YOUR CEREMONY

Whilst a naming ceremony follows a standard format, we welcome your choices to help create a ceremony unique to you and your family.

To help you plan your ceremony we have provided a guide to the format, which includes a range of options for you to choose from.

Please select your choices from each applicable section that you would like to include. You will find your ceremony arrangements form at the back of this booklet. Once completed, we will need to receive the form 6 weeks before the date of the ceremony. We will use your choices to create a tailor-made ceremony, which will be personal, memorable and special to you and your family.

Introduction

You can choose to have music playing whilst your guests are being seated. The music must not have any religious reference.

The celebrant will begin the ceremony by introducing himself or herself and provide the setting for the ceremony.

Poem/Reading 1

This is a good time to enhance and personalise your ceremony with a poem or reading. You may wish to ask a family member or friend (this is an ideal opportunity to involve others in your ceremony), the celebrant would also be more than happy to deliver this. The decision is entirely yours. There must be no religious content in any of the readings. We have provided some examples of readings and poems in this booklet. If you wish to include a different reading, you must provide a copy for approval with the ceremony arrangements form when you return this to us 6 weeks prior to your ceremony.

Naming of Child

In this part of the ceremony, you will be asked to come forward and give the name you have chosen for your child. The celebrant will formally welcome your child. You also have the option to share the reasons for choosing your child's name and the meaning of his/her name. You can share this information with your guests or the celebrant can do so on your behalf.



Parents Promises

At this point in the ceremony, you will be asked to come forward and make personal promises to your child. You may wish to pass your child to a relative or a friend while you make your promises. You can choose to make any or all of the following promises by responding with the words 'I promise' when prompted by the celebrant;

PP1 Do you promise to always shelter and protect (child's name), love and support him/her to the best of your ability for as long as he/she needs you?

PP2 Do you promise to respect (child's name) as an individual and help him/her to cultivate his/her own thoughts and opinions?

PP3 Do you promise to show (child's name) right from wrong, truth from dishonesty?

PP4 Do you promise to make every effort to ensure (child's name) is tolerant of others and has respect for humanity to enable him/her to become a responsible, truthful and caring human being?

PP5 Do you promise to encourage his/her natural curiosity, enthusiasm for life and support him/her in his/her endeavours?

PP6 Do you promise to give (child's name) unconditional love, roots and wings?

You may wish to write your own promises. These must be agreed with the Ceremonies Co-ordinator at least 6 weeks prior to the ceremony.

Supporting Adults

If you have chosen adults to pledge their commitment and support to your child you can select all or any of the following promises that you would like the adults to make. Supporting adults will make their promises by responding with 'I promise' when prompted by the celebrant;

SAP1 Do you promise to support (parents' names) in times of difficulty and be there for (child's name) to turn for help whenever he/she needs you.

SAP2 Do you promise to play a supportive role in (child's name) life and be ready with encouragement, comfort and advice if and when it is sought.

SAP3 Do you promise to help (parents' names) achieve their hopes and aspirations for their son/daughter.

SAP4 Do you promise to offer (child's name) friendship without condition and guidance without judgement.

SAP5 Do you promise to help (child's name) live his/her life true to the values his/her family will have taught him/her and to ensure (child's name) feels loved and treasured always.

Supporting Adults may wish to write their own promises. These must be agreed with the Ceremonies Co-ordinator at least 6 weeks prior to the ceremony.



Poem/Reading 2

This is another opportunity to enhance and personalise your ceremony with a poem or reading, which can be read by a friend or family member or the celebrant.

Grandparents Promises

You may wish to involve your child's grandparents in the Naming Ceremony to pledge their love and support to your child. You can choose any or all of the following promises. Grandparents will make their promises by responding with 'I promise' when prompted by the celebrant;

GPP1 Do you promise to offer your love, support and guidance to (parents' names) whilst they raise (child's name)?

GPP2 Do you promise to give (child's name) the benefit of your wisdom and experience of life to enhance his/her development?

GPP3 Do you promise to be there for (child's name) with an ear to listen and a shoulder to cry on whenever he/she needs you?

GPP4 Do you promise to provide a haven of fun, love, giggles and special treats.

Grandparents may wish to write their own promises. These must be agreed with the Ceremonies Co-ordinator at least 6 weeks prior to the ceremony.

Optional Promise made by all guests

At this point in the ceremony, you have the option to ask all of your family and friends gathered together for this special day to make a promise to your child

OP1 Will you all provide (child's name) with your unwavering love throughout your lives. Support his/her highest endeavours, his/her growth and independence, and his/her wish to follow whatever path he/she chooses? If so please answer, "we do".

Poem/Reading 3

This is another opportunity to enhance and personalise your ceremony with a poem or reading, which can be read by a friend or family member or the celebrant.

Signing the Certificate

Parents, supporting adults and grandparents will be invited to come forward and sign a certificate to commemorate the ceremony.

Whilst signing the certificate you can choose to have a song playing which is significant to you, your family or child and we can mention this in the ceremony:

OM1 Whilst signing the certificate (parents names) have chosen to play the song... which is significant to them because...

What's the best thing about being a parent?

At this point in the ceremony you have the opportunity to share a personal memory, story or few words about why your child is special to you and makes being a parent such a great role. The celebrant or you can share this information with your guests.

OPC1 When I asked (parents names) what the best thing about being a parent was, they said ...

Conclusion

The celebrant will conclude the ceremony and ask all guests to give a round of applause to you and your child. You may wish to exit the room where the ceremony is held, formally as a family or you may wish to remain in the room. Your choice must be noted on the ceremony arrangement form. You can also have music of your choice playing as guests leave the ceremony room.

The length of the ceremony will depend on your personal choices. A ceremony without readings, promises music or personal options would last approximately 20 minutes. However if you choose to personalise your ceremony it will last approximately 25-30 minutes.

Need Help? Want to discuss your choices?

Our Ceremonies Co-ordinator is available to offer help and advice and answer any questions you may have.

Once your ceremony arrangement form is completed and returned the Ceremonies Co-ordinator will provide a copy to your celebrant. There is no need to contact us again; the celebrant will look forward to meeting you on the day.

On request we can provide you with the name of the celebrant attending your ceremony, however please note that this is subject to change in cases of sickness or unforeseen circumstances on the day.

READINGS

Readings and Poems are a great way to personalise your ceremony. We have provided you with some examples. If you wish to include a reading or poem that is not featured below, please provide a copy with your ceremony arrangement form for approval.

Celtic Blessing

May the strength of the wind and the light of the sun,
The softness of the rain and the mystery of the moon
Reach you and fill you.
May beauty delight you and happiness uplift you,
May wonder fulfil you and love surround you,
May your step be ready and your arm be strong,
May your heart be peaceful and your word be true.
May you seek to learn, may you learn to live,
May you seek to love, and may you love always.

A Mothers Wish

I hope my child looks back on today
And sees a parent who had time to play.
There will be years for cleaning and cooking
But children grow up when you're not looking.
So settle down, cobwebs; dust, go to sleep
I'm cuddling my baby, and babies don't keep.

Meditation On The Upbringing Of Children

If children live with criticism, they learn to condemn;
If children live with hostility, they learn how to fight;
If children live with ridicule, they learn to be shy
If children live with shame, they learn to feel guilty.
If children live with tolerance, they learn to be patient;
If children live with encouragement, they learn to have confidence;
If children live with praise, they learn to appreciate;
If children live with fairness, they learn justice.
If children live with security, they learn to have faith;
If children live with approval, they learn to like themselves;
If children live with love around them, they learn to give love to the world.

It is also possible to include readings or poems in a language other than English should you have a friend or family member who wishes to read this for you. You must provide a translated copy of the reading with your ceremony arrangement form for approval



Baby's Naming Day

...bright as a flower
Lovely child we welcome you
Into our world, into our lives
On this your special naming day.
...happy little spirit.
Smiling child we wish you joy
and health and strength and love and peace
On this your special naming day.
...lively little girl/boy
Perfect child we send you our blessings
For a long and happy life, energy and freedom
On this your special naming day.
...our love goes out to you precious child with eyes so wide
Waving arms and dancing feet,
And busy hands which hold so tight
On this your special naming day.

On Being a Grandparent

It's very special to be...granny/granddad/etc. I'm not an everyday event - we have to make special arrangements to see each other - and if I weary of childish behaviour, then I know that we shall eventually part again, so I can afford to be tolerant. It's like having all the joys of parenthood without the pain. I will always greet (child's name) with love in my heart. I will pick him/her up when he/she falls and soothe away any tears. I will endeavour to answer the Why? Questions as s/he tries to make sense of his/her world. I will rejoice in his/her achievements - and probably tell them to anyone prepared to listen to my pride. While I have the health and the strength, I will do my utmost to ensure that no harm befalls (child), that s/he always knows that s/he is loved and that s/he knows s/he can turn to me at any time for advise or consolation.



Poem for a Child by Victoria Field

Little miracle child, born out of love into love,
 I give you the world, at your feet, in your hands
 Spinning in colours like the kaleidoscope of your eyes
 A world of wonders, dreams and distant lands.
 Little child, whose smile warms a room like sudden sunshine
 Take this world and climb the mountains with your head held high
 Walk tall on the peaks in the dazzle of crisp new snow
 Look down at the valleys but aim for the sky.
 Little child, take this world and bravely sail its stormy seas
 Captain a ship that's strong, with a map and compass of your own,
 Choose a crew with care to fight the monsters of the deep
 And keep your anchor ready for a haven you can call home.
 Little child, round bottomed, soft skinned and chubby limbed
 With lips that melt petal soft in the caress of your mother's breast
 And tiny hands that touch everything with wonder
 Make peace your mission and treat this world with gentleness.

Moon On Your Pyjamas

Was that a shooting star I saw
 It's rare for me to make a wish at all
 Because I feel that I can only hope
 These dangerous times, we are barely afloat.
 And I hope the world will heal itself
 And our worn out souls along with it
 So that you will get a chance to say
 That you have seen a better day.
 You've got the moon on your pyjamas
 And the stars in your eyes
 Sweet child you're a dream in disguise
 Angels on silver strings hang from above
 Let love and laughter shine where ever you go.
 Through your eyes I've come to see
 How beautiful my life can be
 And I'll keep this wish, this time, I think
 And blow it in with a kiss upon your head
 And I hope the world will heal itself
 And the worn out souls along with it
 So that you will get a chance to see
 A summer's blue sky behind the green trees.
 You've got the moon on your pyjamas
 And the stars in your eyes
 Sweet child you're a dream in disguise
 Angels on silver strings hang from above
 Let love and laughter shine wherever you go

Through Baby's Eyes

I didn't expect a brass band,
 With welcome mat unfurled,
 To be on hand when I arrived,
 In this confusing world.
 Nor did I expect a doctor,
 To hold me by the feet,
 Then quickly turn me upside-down
 And spank me on the seat.
 At first I wasn't quite prepared,
 For this enormous place,
 Nor the funny characters,
 That I would have to face.
 But I soon learned to get my way,
 By looking sweet and shy,
 And when I wanted to be held,
 To make a fuss and cry.
 I've found it really doesn't take,
 Much difficulty or guile,
 To wrap them round my finger,
 All I need to do is smile.

I Want You To Be Happy

I want you to be happy. I want you to fill your heart with feelings of wonder and to be full of courage and hope.
 I want you to be full of friendship that is a treasure - and the kind of love that is beautiful forever. I wish you contentment: the sweet, quiet, inner kind that comes around and never goes away.
 I want you to have hopes and have them all come true.
 I want you to make the most of this moment in time.
 I want you to have a real understanding of how unique and rare you truly are. I want to remind you that the sun may disappear for a while, but it never forgets to shine. I want you to have faith. May you have feelings that are shared from heart to heart, simple pleasures amidst this complex world, and wonderful goals that are within your grasp. May the words you listen to say the things you need to hear. And may a cheerful face lovingly look back at you when you happen to glance in your mirror.
 I wish you the insight to see your inner and outer beauty.
 I wish you sweet dreams. I want you to have times when you feel like singing and dancing and laughing out loud.
 I want you to be able to make your good times better and your hard times easier to handle. I want you to have millions of moments when you find satisfaction in the things you do so wonderfully. And I wish I could find a way to tell you - in untold ways - how important you are to me.
 Of all the things I'll be wishing for, wherever you are and whatever I may do, there will never be a day in my life when I won't be wishing the best...for you.



My Parents' Garden

My parents are planting a garden - a garden of the heart,
They're planting all the good things to give my life its start.

They'll turn me to the sunshine and encourage me to dream,
Fostering and nurturing the seeds of self-esteem.

And when the winds and rain come, they'll protect me well enough,
But not too much, because they know I'll need to stand up strong and tough.

Their constant good example will teach me right from wrong,
Markers for my pathway to last a lifetime long.

I am my parents' garden, I am their legacy,
And I hope they'll always feel the love reflected back from me

The Example of Parenthood

There are little eyes upon you and they're watching night and day;

There are little ears that quickly take in everything you say;

There are little hands all eager to do everything you do;

And a little boy (girl) who's dreaming of the day (s)he'll be like you.

You're the little fellows (lady's) idol, you're the wisest of the wise;

In his (her) little mind about you no suspicions ever rise.

There's a wide-eyed little fellow (lady) who believes you're always right.

You are setting an example every day in all you do,

For the little boy (girl) who's waiting to grow

When You Thought I Wasn't Looking

When you thought I wasn't looking, I saw you hang my first picture on the refrigerator, and immediately I wanted to paint another one.

When you thought I wasn't looking, I saw you feed a stray, and I learned that it was good to be kind to animals.

When you thought I wasn't looking, I saw you make my favourite cake for me and I learned that the little things can be the special things in life.

When you thought I wasn't looking, I saw you make a meal and take it to a friend who was sick, and I learned that we all have to help take care of each other.

When you thought I wasn't looking, I saw you give some of your time and money to help people who had nothing and I learned that those who have something should give to those who don't.

When you thought I wasn't looking, I saw you take care of our house and everyone in it and I learned we have to take care of what we are given.

When you thought I wasn't looking, I saw how you handled your responsibilities, even when you didn't feel good and I learned that I would have to be responsible when I grow up.

When you thought I wasn't looking, I saw tears come from your eyes and I learned that sometimes things hurt, but it's all right to cry.

When you thought I wasn't looking, I saw that you cared and I wanted to be everything that I could be.

When you thought I wasn't looking, I learned most of life's lessons that I need to know to be a good and productive person when I grow up.

When you thought I wasn't looking, I looked at you and wanted to say, "Thanks for all the things I saw when you thought I wasn't looking."



LITTLE EXTRAS

Music

Music can create a special atmosphere at your ceremony. We recommend four occasions during the ceremony when music can be included:

Whilst guests are assembling in the room.

Optional - Entry into room by parents and child at start of ceremony.

Whilst parents, supporting adults and grandparents are signing the certificate.

On completion of the ceremony.

Naming ceremonies must not be religious in nature. Music that contains an incidental reference to a god or deity would generally be acceptable as long as the music is essentially non-religious in context. Nursery rhymes can also be used.

Photographs

You may wish to decorate the room by displaying photographs of your child, family and friends. This should be discussed with the venue where the ceremony is to be held.

This is a special day for you, your family and friends and you may wish to record this day by taking photographs or videoing the ceremony.

We can provide an opportunity for photos to be taken whilst the commemorative certificate is being signed should you wish. However, we are happy to accommodate photographs throughout the ceremony.

Gifts/Presents

You may wish to present your child with a special gift to mark the occasion. Please advise us on the ceremony arrangements form if you wish to include this in your ceremony.

EXPECTATIONS

What to expect from Wakefield Registration & Celebratory Services on the day of the ceremony.

The celebrant will arrive 15 minutes before the start of the ceremony. The celebrant will provide you with an overview of how the ceremony will proceed and discuss any issues or concerns you may have. He/she will speak with your family and friends who are involved in the ceremony so that they are aware of when they will be invited to come forward to share readings and promises.

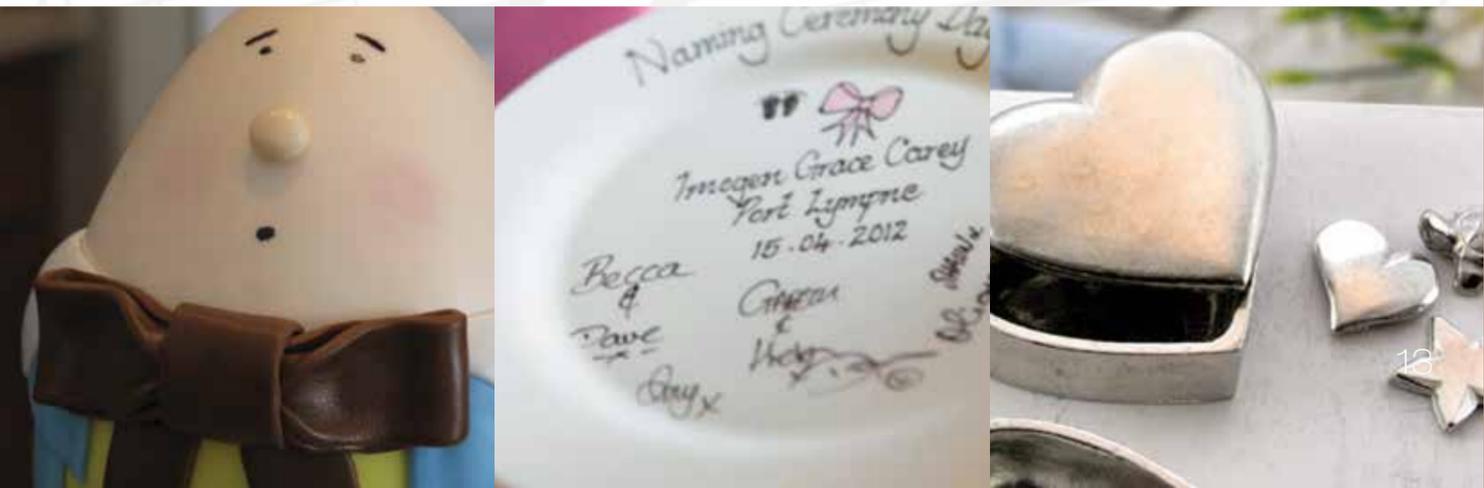
Please be aware that your chosen venue will have been asked to agree to the following conditions;

No alcohol will be sold in the ceremony room 15 minutes prior to the ceremony

No alcohol is to be consumed in the room throughout the ceremony

Wakefield Registration and Celebratory Services are committed to working with you to make your ceremony special and to help create memories that will last forever.

You do not need to memorise any of your choices prior to the ceremony. The celebrant will guide you through the ceremony.



NON STATUTORY CEREMONY BOOKINGS - TERMS AND CONDITIONS

Booking Confirmation / Ceremony Fee

A non-refundable booking fee must be paid at the time of booking.

A provisional booking is held subject to the agreement of your chosen venue to comply with the following conditions;

No alcohol will be sold in the ceremony room 15 minutes prior to the ceremony

No alcohol is to be consumed in the room throughout the ceremony

Confirmation of name and job title of a responsible person at the venue who will be available prior to and during the ceremony

A provisional booking is also held subject to full payment of the ceremony fee.

Cancellation of Ceremony

If the ceremony is cancelled after the Ceremony fee has been paid a cancellation fee of £20 will be retained by Wakefield Council to cover administration costs. We reserve the right to cancel your booking if fees have not been paid in full at least 6 weeks prior to the date of your ceremony.

Cancellation / Changes of booking

All cancellations or changes to date and time of ceremony must be notified in writing to the Ceremonies Co-ordinator at Wakefield Register Office.

Ceremony Content

Please note that the content of your ceremony must be agreed with the Ceremonies Co-ordinator at Wakefield Register Office no later than 6 weeks prior to your ceremony.

Lateness

It is essential that you are at the venue 10 minutes prior to the ceremony to meet with the celebrant. We reserve the right to postpone should you not be in a position to start the ceremony 15 minutes later than this. We will endeavour wherever possible to provide an alternative time for the ceremony to take place should we have to leave to attend another event. In these circumstances, additional charges may apply.

Staff

The Ceremonies Co-ordinator will allocate a celebrant to attend your ceremony and reserves the right to substitute an alternative member of staff in case of sickness or other unforeseen circumstances on the day.

Liability

Wakefield Registration & Celebratory Services will not accept liability for:

The failure of any music system, provided by the venue, you or a third party.

Any delay or loss caused by late or non-arrival of any person/s within the ceremony parties.

Any loss caused by a request from you or your representatives to delay the ceremony.

NAMING CEREMONY ARRANGEMENTS FORM

Full name of child: _____ Name usually known by: _____

Full name of child: _____ Name usually known by: _____

Full names of parents: _____ Names usually known by: _____

Contact telephone no _____ Email address: _____

Venue: _____

Date of Ceremony: _____ Time: _____ No. of guests: _____

Supporting Adult 1: _____ Supporting Adult 2: _____

Supporting Adult 3: _____ Supporting Adult 4: _____

Grandparent 1: _____ Grandparent 2: _____

Grandparent 3: _____ Grandparent 4: _____

Poem/Reading 1: _____ To be read by: _____
(Name of piece)

Explanation of choice of name (N1): _____
(attach additional sheet if necessary)

Meaning of name (N2): _____
(attach additional sheet if necessary)

Parents Promises (PP1 - PP6): _____
(if own, attach copy)

Supporting Adults Promises (SAP1 - SAP5): _____
(if own, attach copy)

Poem/Reading 2: _____ To be read by: _____
(Name of piece)

Grandparents Promises (GPP1 - GPP4) _____
(if own, attach copy)

Optional Promise made by all guests (OP1): _____

Poem/Reading 3 _____ To be read by: _____
(Name of piece)

Optional Music Choice (OM1): _____

Optional Personal Choice (OPC1): _____
(attach additional sheet if necessary)

Additional information (For example: How you wish to enter and leave the room):

We have read and agree to the Terms and Conditions for Ceremony Bookings and return this form together with the fee and any additional information including personal promises and/or readings 6 weeks before our ceremony to: Ceremonies Co-ordinator at Wakefield Register Office 71 Northgate, Wakefield, WF1 3BS or Pontefract Registration Office, Bridge Street, WF8 1PG

Email: wakefieldregistrars@wakefield.gov.uk / pontefractregistrars@wakefield.gov.uk

Signed: _____ and _____ Date: _____

Date Rec	Amount £	Can No	Celebrant	Support	Docs Sent
<input type="text"/>					

Responsible person details: _____



