

Marriage License Registration Policy and Procedures for Prairie to Pine Regional Council – United Church of Canada

Purpose of this policy: This policy names the procedures to be followed regarding registration of marriage officiants.

For Provinces of Manitoba and Ontario purposes, the Pastoral Relations Minister is the “governing official” of the Prairie to Pine Regional Council, fulfilling all provincial requirements with respect to the registration of marriage officiants.

Permanent License

Eligibility

• Those eligible to hold permanent license to conduct a wedding within the Province of Ontario or the Province of Manitoba are:

- 1) All Ministry Personnel in a formal association/covenanted relationship with a Community of Faith or Ministry recognized by The United Church of Canada within the Province of Ontario or Manitoba.

Procedures

- 1) All Ministry Personnel in a formal association/covenanted relationship with a community of faith will be authorized by the Regional Councils to apply for a marriage license
- 2) A formal association/covenanted relationship for those not called or appointed to a community of faith will consist of a letter from the governing body of a community of faith including a motion responding to a request from the Ministry Personnel to be in a formal association with that community of faith outlining the functions of ministry that the minister intends to exercise and acknowledging that the community of faith governing body understands the accountability relationship associated with that request. Ministry personnel will have a valid Police Records check in accordance with General Council policy, have completed any other trainings required by General Council policy, currently Boundaries and Racial Justice training and be registered on ChurchHub.
- 3) The Regional Council will periodically determine whether a formal association covenanted relationship continues to exist between a ministry personnel and a community of faith.
- 4) All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith Regional Council recognized ministry.*

Note: i) Retired designated lay ministers are not eligible to be licensed because they are not in an appointment.

- ii) Marriage license will be valid for six (6) months after the end of an appointment or call except in the above. If a minister has not entered into another appointment or call or into a voluntary associate relationship within the six month period, then their license will be cancelled.

Temporary License

Eligibility

- Those eligible to hold a temporary license to conduct a wedding within the Province of Ontario or Manitoba are:

- 1) **Ministry Personnel in good standing who are not in an ongoing formal association/covenanted relationship with the ministry recognized by a Regional Council of the United Church of Canada**
- 2) Ministry Personnel from other Regional Council within the United Church of Canada who are in good standing and are eligible in their Regional Council for licensing and who reside outside of the province of Ontario and/or the Province of Manitoba.
- 3) Ministry Personnel from other communions which are recognized by the Canadian Council of Churches or the World Council of Churches.

Procedures

- 1) Ministry personnel without a permanent licence for conducting weddings will contact the marriage registration governing official requesting a temporary licence.
- 2) The governing official will confirm the ministry personnel's standing by checking the Office of Vocation Church Hub.
- 3) Ministry personnel requesting a temporary licence shall supply a letter of support from the ministry personnel serving the United Church of Canada community of faith in which the wedding is taking place.
- 4) For "off-site", non-church weddings, ministry personnel shall provide a letter from a United Church of Canada community of faith whose marriage register is being used to register the marriage.
- 5) All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith or regional council recognized ministry.
- 6) Temporary licences for weddings to be conducted on the premises of other denominations shall be requested through the governing official of the other denomination.
- 7) The maximum number of temporary registrations to be authorized for any individual in any calendar year is three. Those wishing to conduct more than three weddings per calendar year will be required to enter into a covenanted relationship with a community of faith or regional council recognized ministry.

- 8) Ministry personnel applying for a temporary licence must have a valid police records check in accordance with General Council policy and have completed any other training required by General Council policy, currently boundaries and racial justice training.
- 9) Ministry personnel from another denomination applying for a temporary licence must have a police records check valid within the last six months.
- 10) Whatever personal record the officiant makes of the event, it must be entered into the marriage register of a congregation according to #4 or #5, above.
- 11) Ministry personnel of a denomination which is a member church of the Canadian Council of Churches or the World Council of Churches will provide a letter of standing from their denomination of accountability. The ministry personnel would be subject to #1 and 3-10 above.

Note: Retired designated lay ministers are not eligible to be licensed because they are not in an appointment.