

THE UNITED CHURCH OF CANADA NEWFOUNDLAND AND LABRADOR CONFERENCE



MARRIAGE POLICY

March 30, 2007
Updated July, 2011

**The United Church of Canada
Newfoundland and Labrador Conference
East and West Districts**

Policy for Licensing To Preside At Marriages

(Approved by Conference Executive March 30th, 2007)

Preamble

Marriage, while not a sacrament in The United Church of Canada, is a sacred commitment in the lives of the couple and the faith community. The presiding at a marriage by ministry personnel is always a function of ministry and therefore, always a part of the pastoral relationship and the covenant between the pastoral charge, the ministry personnel, and the district. The district holds, as part of its oversight, the pastoral charge and ministry personnel.

The Newfoundland and Labrador Conference Office is the religious authority recognized by the Province of Newfoundland and Labrador (Vital Statistics Department) for The United Church of Canada within the province. As such, the Conference Office makes the formal request to the Provincial Department for the licensing for ministry personnel to preside at marriages.

Permanent License to Conduct Weddings

Those within the Newfoundland and Labrador Conference who are eligible to hold permanent license to conduct weddings:

1. Ministry personnel on the Roll of the Districts and covenanted in a pastoral charge or district-recognized ministry.
2. Conference staff, including the Executive Secretary, who are on the Ministerial Roll of District; who are deemed by their district to be fulfilling an approved pastoral function; (pastoral function, meaning approved by the congregation in which they are actively attending).
3. Retired and/or retained ministry personnel on the Roll of District who is deemed by their respective districts to be fulfilling an approved pastoral function; (pastoral function, meaning approved by the congregation in which they are actively attending).
4. Ministers of other denominations who are serving as ordained or diaconal supply within the district when under district appointment, and when a license is requested on their behalf by the appointing district in accordance with Section 342(i) of *The 2004 Manual*.

Temporary License to Conduct Weddings

1. Retired Lay Pastoral Ministers on the Roll of District who are deemed by their respective districts to be fulfilling an approved pastoral function: (pastoral function, meaning approved by the congregation in which they are actively attending.)
2. Students who are in the Ministry Based Program for Ordination or in the Lay Designated Ministry Program are licensed for marriages within the bounds of their pastoral charge and only after they have taken the sacraments course. (If students are asked to conduct weddings outside of the bounds of their pastoral charge, they may request temporary permission from the Conference Office (in accordance with the policy listed below).
3. Ministry personnel from other Conferences within The United Church of Canada who are in good standing and reside outside of Newfoundland and Labrador Conference.

Assumptions regarding Ministry Personnel who hold Licenses within the Newfoundland & Labrador Conference

1. If a ministry personnel receives a request to perform a wedding outside of the pastoral charge in which they are covenanted they shall:
 - ❖ Refer the couple requesting the marriage to the ministry personnel who has been settled in or appointed to that pastoral charge. It is the couple's responsibility to ask the incumbent minister if the guest ministry personnel can be invited to participate or conduct the marriage.
 - ❖ Receive the permission of that Session of the Church Board or Church Council and permission of the ministry personnel who has been settled in or appointed to that pastoral charge.
2. If the wedding is "off-site" meaning outside of the church building:
 - ❖ The ministry personnel shall have a conversation with the Minister of the closest pastoral charge about the permission to use the marriage register. If that marriage register is unavailable or the ministry personnel deems it more appropriate, the ministry personnel shall use the register of the congregation or district recognized ministry where they are serving.
 - ❖ If the marriage is taking place in the bounds of the ministry personnel's current pastoral charge the ministry personnel will use the register of the congregation or district recognized ministry where they are serving.

Procedure to be followed (for United Church Ministry Personnel from outside the Province of Newfoundland & Labrador to obtain a temporary license)

1. Send a written request to the Conference Office either by mail or email, attention: Executive Secretary.
2. As a follow-up to the written request, the Executive Secretary will forward the appropriate forms for completion and signature.
3. The Executive Secretary shall ensure that the ministry personnel are in good standing within The United Church of Canada, through the Conference that the person is currently serving.
4. Ministry personnel requesting a temporary license shall supply a letter of support from the ministry personnel serving the congregation in which the wedding is taking place.
5. For "off-site", non-church site weddings, ministry personnel requesting a license shall provide a letter of support from a congregation whose marriage register is being used to register the wedding.
6. All marriages shall be registered in a marriage register kept by a congregation or a district recognized ministry.

Procedure to be followed (for Ministry Personnel from other Denominations)

1. The Executive Secretary shall ensure that the ministry personnel are in good standing within their respective denomination, through the appropriate denominational staff person.
2. Ministry personnel requesting the temporary license shall supply a letter of support from the ministry personnel serving the congregation in which the wedding is taking place.
3. For "off-site", non-church site weddings, ministry personnel shall provide a letter of support from a congregation whose marriage register is being used to register the wedding.
4. All marriages shall be registered in a marriage register kept by a congregation or district-recognized ministry.

Please Note: All marriages performed under the auspice of The United Church of Canada must be recorded in a Marriage Registry.

Request for Temporary Marriage License

Section A: To be filled out by eligible ministry personnel and forwarded with the appropriate documents to the persons home Presbytery/District.

Accompanying Documents:

- 1) Copy of their Ordination Certificate or Certificate of Recognition.
- 2) Copy of letter confirming approval by pastoral charge for the ministry personnel to perform the wedding.

Section B: To be filled out by the District/Presbytery and forwarded to the Newfoundland and Labrador Conference Office of the Executive Secretary.

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Section A: To be completed by ministry personnel and forwarded to District/Presbytery.

Name: _____

Address: _____

Phone #: _____ Email _____

Status:(Check one)

Ordained:	Active _____	Retired _____	Retained _____
Diaconal:	Active _____	Retired _____	Retained _____
Designated Lay Minister:	Active _____	Retired _____	Retained _____

Membership: Presbytery/District _____ Conference _____

Date of Marriage _____

Names of those being married _____

Location of Marriage _____

Congregation _____ Other _____

Location of Church Register where marriage is to be Recorded

Section B: To be filled out by the District/Presbytery and forwarded to the Newfoundland and Labrador Conference Office of the Executive Secretary.

I acknowledge that _____ is a ministry personnel in "Good Standing" in _____ Presbytery/District of _____ Conference.

Comments: _____

Signature: _____ Presbytery/District Secretary

Date: _____

Please return the completed form to:

The Executive Secretary
Newfoundland & Labrador Conference
The United Church of Canada
320 Elizabeth Avenue
St. John's, NL A1B 1T9

Via fax: (709) 754-8336



The United Church of Canada
Newfoundland and Labrador Conference
East and West Districts

Request To Retain a License to Marry
January 1, 2011 - December 31, 2011

To be filled out by retired and/or retained, ordained ministry personnel

Name _____

Address _____

Phone # _____ **Email** _____

Membership

East District _____

West District _____

The name of the pastoral charge you are actively attending _____

Please choose:

Yes, I would like to retain a License to Marry in the Newfoundland and Labrador Conference.

No, I do not wish to retain a License to Marry in the Newfoundland and Labrador Conference.

If you choose no, please understand you may make application to have a temporary license at anytime, when needed.

Please return the completed form to:

The Executive Secretary
Newfoundland & Labrador Conference
The United Church of Canada
320 Elizabeth Avenue
St. John's, NL A1B 1T9

Via fax: (709) 754-8336

