

Practices and Procedures Policy



Name: Authorization to Solemnize Marriage

Policy Level: Executive Limitation

Approved: 03/05/2020

Approved by: Pastoral Relations Council

Policy No. PR-200

The Regional Executive Minister (REM) shall not request a license for the authorization to solemnize marriage from the British Columbia Provincial Government for any individual that contravenes the polity and processes of The United Church of Canada, nor the policies set by The Pacific Mountain Regional Executive.

1. The Regional Executive Minister (REM) shall not license anyone for the authorization to solemnize marriage within the bounds of The Pacific Mountain Regional Council who has not:
 - a) Maintained their full member in good standing status within a Community of Faith of The United Church of Canada,
 - b) Completed the UCC Racial Justice Training and subsequent refresher trainings,
 - c) Completed the UCC Boundaries, Sexual Misconduct Prevention and Response Policy, and Procedures and the Workplace Discrimination, Harassment and Violence Prevention and Response Policy trainings and subsequent refresher trainings,
 - d) Completed a vulnerable sector police records check (PRC) and maintained their PRC annual declaration through the PMRC,
 - e) Become familiar with the UCC Conflict Resolution Policy.
 - f) Provided a letter of recommendation from their local Community of Faith's governing body.
2. The REM shall not license more than one lay person per community of faith.
3. The REM shall not request a license to solemnize marriage unless:
 - a. Ministry Personnel are willing to comply with the Community of Faith's policies regarding marriage.
 - b. The proposed Diaconal, Ordained, Designated Lay, Student Supply, Retired Supply, or Ordained/Diaconal Supply Minister is in good standing with the Office of Vocation of The United Church of Canada.
 - c. Designated Lay Ministers or Candidate Supply must be in an appointment with an appointed Community of Faith supervisor.
 - i. having completed an appropriate United Church of Canada program of education related to the solemnization of marriage
 - ii. they remain a full member of a Community of Faith within Pacific Mountain Region
 - d. Retired Ministry Personnel are in active close affiliation with a Community of Faith.
 - e. United Church Ministry Personnel from outside the Province of British Columbia have a written agreement with a Community of Faith within the Pacific Mountain Region for the use of their provincial marriage register.

- f. The proposed lay person provides a letter of support from their Community of Faith's governing body and the appointed/called ministry personnel or Community of Faith supervisor.
 - g. A trained Community of Faith Supervisor has been appointed (when there is no called/settled ministry personnel).
 - h. The appropriate Regional Minister is informed of the application.
- 4. The REM shall not maintain a license to solemnize marriage within the Province of British Columbia beyond:
 - a. The effective the date of termination of a call, appointment, or disciplinary action.
 - b. 7 calendar days following the proposed date of marriage for special license requested by Ministry Personnel outside the Pacific Mountain Region.
- 5. The REM shall not issue a license to retired Designated Lay Ministers unless they are in an appointment. If they are not in an appointment any application will be treated as a "Lay Marriage Officiant" and not as Ministry Personnel.