

**HAMILTON CONFERENCE POLICY**

**ON THE**

**AUTHORIZATION TO**

**SOLEMNIZE MARRIAGES**

**AND**

**APPLICATION FORM**



Approved by the Hamilton Conference Executive  
February 12, 2005  
Revised: April 30, 2015

## **Structures, Policies & Procedures Part II**

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### **MARRIAGE AUTHORIZATION (TO SOLEMNIZE MARRIAGES)**

**On the recommendation of each Presbytery**, the Conference Executive Secretary is authorized to forward to the Registrar General the names of those who are eligible to solemnize marriages in Ontario in accordance with the following policy:

- a) Members of the Order of Ministry of the United Church of Canada (diaconal and ordained) who are on the roll of one of the Presbyteries of Hamilton Conference, and who are called or appointed to a pastoral charge by a Presbytery;
- b) Members of the Order of Ministry of the United Church of Canada who are on the roll of one of the Presbyteries of Hamilton Conference, and who are serving in a Presbytery recognized ministry,
- c) Members of the Order of Ministry from other communions who are serving as ordained or diaconal supply within one of the Presbyteries of Hamilton Conference, [The Manual 2013 H.8]
- d) Members of the Order of Ministry of the United Church of Canada who are retired and who are on the roll of one of the Presbyteries of Hamilton Conference, and who are in association with a pastoral charge\*.
- e) Members of the Order of Ministry of the United Church of Canada who are retained on the roll of one of the Presbyteries of Hamilton Conference, and who are in association with a pastoral charge\*.
- f) Designated Lay Ministers (Recognized) of the United Church of Canada who are on the roll of one of the Presbyteries of Hamilton Conference and who are appointed to a pastoral charge by the Presbytery.
- g) Other ministry personnel not covered by a) to f), where the exceptional circumstances have been approved by the Hamilton Conference Division of Ministry Personnel and Education or its equivalent.

An application initiated by the pastoral charge and approved by the Presbytery will be considered by the Division of Ministry Personnel and Education or its equivalent when it is accompanied by:

- the wedding policy(ies) pertaining to the pastoral charge,
- the job description of the ministry personnel for whom application is being made,
- a statement of the education/training taken by the ministry personnel for marriage preparation and worship leadership, particularly as it pertains to the Covenant of Marriage,
- and a statement describing how the mission and ministry of the pastoral charge will be enhanced by authorization being granted or hampered by authorization not being granted.

Persons in category (d) and (e) shall become associated with a pastoral charge/congregation if they wish marriage authorization; and shall seek the approval of the minister and the Session/Church Board/Church Council of the congregation/pastoral charge when they wish to solemnize a marriage and use the marriage register. [Manual 2013 I.2.5.3] If disagreements arise, the normal procedures for pastoral oversight shall be followed.

Upon retirement, Order of Ministry personnel and other licensed ministry personnel shall remain on the list of those eligible to perform marriages provided they are in association with a pastoral charge\*.

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Order of Ministry personnel moving from call or appointment to the retained list (excluding those in special ministries) shall remain on the list of those eligible to perform marriages provided they are in association with a pastoral charge\*.

Those ministry personnel in category (f) and (g) will be removed from the list of those eligible to perform marriages on the effective date of a change in pastoral relationship, unless application for marriage authorization within a succeeding pastoral relationship has been approved.

\* The "association with a pastoral charge" is defined under the following motion:

*The Hamilton Conference Executive adopts the following policy as recommended by the Division of Ministry Personnel and Education.*

1. *Ministry personnel retired or retained be authorised to maintain their licence to marry in compliance with The Marriage Act of the Province of Ontario and The Manual.*
2. *The procedures associated with the Voluntary Associate Minister designation be dismantled effective July 1, 2015.*
3. *A communication and education document be prepared for all congregations, presbyteries and ministry personnel laying out the expectations of ministry personnel retained on the roll of presbytery or retired when performing weddings.*

*These expectations are:*

- a. *That all Christian marriages performed be visibly related to a congregation or Presbytery-recognised ministry and*
- b. *That all marriages shall be registered in record books that remain the property of an ongoing congregation or Presbytery-recognised ministry;*
- c. *That the Ministry and Personnel Committee or equivalent is responsible for ensuring the police record check is seen according to The Manual 2013 J-2, p190 confirmed through the Presbytery pastoral oversight process;*
- d. *That the presbytery ensure that retired ministers and those retained on the roll have fulfilled their mandatory training.*

*These are the same conditions that the VAM procedures were to assure.*

4. *Conference policies be amended to reflect these changes.*

1980 Record of Proceedings, page 28  
1981 Record of Proceedings, page 122  
1985 Record of Proceedings, page E101  
1990 Record of Proceedings, page E94  
1995 Record of Proceedings, page E44\*  
1996 Record of Proceedings, page E8  
1999 Record of Proceedings, page E11  
2005 Record of Proceedings, page E33  
2010 Division of Ministry Personnel and Education  
2013 Division of Ministry Personnel and Education  
2015 Division of Ministry Personnel and Education



**APPLICATION FOR A LICENSE TO SOLEMNIZE MARRIAGES  
FOR THOSE WHO FALL UNDER CATEGORY (g) IN THE  
HAMILTON CONFERENCE POLICY ON THE  
AUTHORIZATION TO SOLEMNIZE MARRIAGES**

The Hamilton Conference Policy on the Authorization to Solemnize Marriages states:

*On the recommendation of each Presbytery, the Conference Executive Secretary is authorized to forward to the Registrar General the names of those who are eligible to solemnize marriages in Ontario in accordance with the following policy:*

*g) Other ministry personnel not covered by a) to f), where the exceptional circumstances have been approved by the Hamilton Conference Division of Ministry Personnel and Education or its equivalent.*

*An application initiated by the pastoral charge and approved by the Presbytery will be considered by the Division of Ministry Personnel and Education or its equivalent when it is accompanied by:*

- the wedding policy(ies) pertaining to the pastoral charge,*
- the job description of the ministry personnel for whom application is being made,*
- a statement of the education/training taken by the ministry personnel for marriage preparation and worship leadership, particularly as it pertains to the Covenant of Marriage, and*
- a statement describing how the mission and ministry of the pastoral charge will be enhanced by authorization being granted or hampered by authorization not being granted.*

*Those ministry personnel in category (f) and (g) will be removed from the list of those eligible to perform marriages on the effective date of a change in pastoral relationship, unless application for marriage authorization within a succeeding pastoral relationship has been approved.*

**THE LICENCE IS GRANTED FOR THE DURATION OF THE PASTORAL RELATIONSHIP.**

1. Name of Pastoral Charge: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Category of Applicant: \_\_\_\_\_

**For DLM (*applicant*):**

Name of Educational Supervisor: \_\_\_\_\_

Name of Pastoral Charge Supervisor: \_\_\_\_\_

**For Intern Supply, Student Intern, Student Supply:**

Number of years of theological education completed: \_\_\_\_\_

Name of Pastoral Charge Supervisor: \_\_\_\_\_

4. What is/was the start date of the pastoral relationship on the applicant's current Pastoral Charge?  
\_\_\_\_\_
5. Has this applicant previously been licensed to solemnize marriages? Yes \_\_\_\_\_ No \_\_\_\_\_  
Pastoral Charge: \_\_\_\_\_ Year: \_\_\_\_\_
6. How have the Presbytery and the Pastoral Charge consulted in making this decision?
7. Training: *This item is looking for a statement of the education/training taken by the ministry personnel for marriage preparation **and** worship leadership, particularly as it pertains to the Covenant of Marriage.*  
What course in marriage preparation has the applicant taken?  
If no course has been taken, what provision is the Presbytery making for the training of this person?
8. Description of Ministry Context:  
What are the exceptional circumstances surrounding this request?  
How will having this applicant licensed enhance the ongoing ministry within this Pastoral Charge?  
How would not granting this permission hamper the ministry of this Pastoral Charge?  
If this licence is not granted, how will the pastoral charge provide for marriage solemnization?  
Have you attached the wedding policy(ies) pertaining to the pastoral charge?  
Is the job description of the applicant attached?

**PLEASE INDICATE RECOMMENDATIONS AND ACTIONS TAKEN**

10. **PRESBYTERY ACTION**

Presbytery: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (If approved, forward to Conference Division of MPE)

Disapproved: \_\_\_\_\_ (If not approved, do **NOT** forward to Conference)

If disapproved, the reasons for disapproval: \_\_\_\_\_

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Signature (Presbytery Secretary): \_\_\_\_\_

11. **DIVISION OF MINISTRY PERSONNEL & EDUCATION:**

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

If disapproved, the reasons for disapproval: \_\_\_\_\_

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Signature: (Division of MPE Chair or Secretary) \_\_\_\_\_

12. **CONFERENCE EXECUTIVE ACTION:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_