



**ROLE TITLE:**                    **Authorised Civil Celebrant**

**REPORTS TO:**                **Claire Follain, Superintendent Registrar**

**DATE:**                         **October 2018**

### **Purpose of the Role**

An Authorised Civil Celebrant is an individual, authorised and licenced by the Superintendent Registrar of Jersey to solemnise legal ceremonies of civil marriage, civil partnership and conversions to marriage in the island of Jersey.

An Authorised Civil Celebrant is not an employee of the States of Jersey.

An Authorised Civil Celebrant is self-employed and able to formulate his/her own fees, marketing, advertising, service provision and all other matters relating to their business.

An Authorised Civil Celebrant will be employed directly by and paid by customers seeking a marriage celebrant.

### **Main Duties**

The role of Authorised Civil Celebrant is special and important in the Jersey community.

An Authorised Civil Celebrant is responsible for sourcing clients seeking to marry or convert their civil partnership to marriage. They are also responsible for contracting with clients to solemnise marriage, as well as any additional services relating to marriage.

An Authorised Civil Celebrant will lead a marriage or conversion to marriage ceremony and ensure that all statutory provisions relating to the ceremony are complied with.

An Authorised Civil Celebrant is subject to statutory obligations and to obligations of an oath of office sworn before the Royal Court of Jersey.

An Authorised Civil Celebrant holds significant legal responsibilities. Failure to meet those responsibilities can have serious consequences for a couple (whose marriage may be void) and also for the Authorised Civil Celebrant (who may be subject to disciplinary procedures by the Superintendent Registrar).

An Authorised Civil Celebrant must:

- Carry out the solemnisation of marriage in compliance with the requirements of the law; and
- Carry out the solemnisation of marriage in such a way as to uphold the solemnity and dignity of marriage; and

## ROLE DESCRIPTION FOR ROLE OF AUTHORISED CIVIL CELEBRANT

- Conduct themselves in accordance with the Code of Practice for Authorised Civil Celebrants, as published by the Superintendent Registrar; and
- Comply with ongoing professional development obligations as set by the Superintendent Registrar; and
- Carry out their role in compliance with any guidance issued by the Superintendent Registrar; and
- Pay an annual licence fee of £200 to the Superintendent Registrar.

A licence issued by the Superintendent Registrar is valid for 5 years.

### Working Relationships

Authorised Civil Celebrants will work with:

- Members of the general public (their clients)
- The Superintendent Registrar
- Staff at the Office of the Superintendent Registrar
- Staff of commercial locations where marriage ceremonies take place (eg hotels, heritage organisations etc.)
- Householders hosting marriage ceremonies in their home residence
- Any other stakeholder relating to the provision of marriage services, depending on an Authorised Civil Celebrant's service provision.

Authorised Civil Celebrants will independently form a contract for services with members of the general public seeking to marry or convert their civil partnership to marriage. Clients may be Jersey resident or resident outside Jersey. Clients may be opposite sex couples or same sex couples.

Authorised Civil Celebrants will work closely with the Superintendent Registrar and will consult with the Superintendent Registrar on a variety of matters relating to the solemnisation of marriage for the purposes of obtaining guidance and support. The Superintendent Registrar is responsible for recruiting, training, assessing and authorising Authorised Civil Celebrants. The Superintendent Registrar is responsible for monitoring the performance of Authorised Civil Celebrants. Annual professional development and guidance will be issued by the Superintendent Registrar. The Superintendent Registrar will arrange random inspections of ceremonies solemnised by Authorised Civil Celebrants to ensure compliance with statutory requirements, the Code of Practice and guidelines. The Superintendent Registrar will investigate any complaints and may impose disciplinary sanctions on an Authorised Civil Celebrant if a complaint is upheld.

Authorised Civil Celebrants will liaise with staff of the Office of the Superintendent Registrar to collect and deposit documentation required for a marriage ceremony.

Authorised Civil Celebrants will liaise with staff/private individuals at external marriage ceremony venues to ensure that the location is compliant with statutory requirements for marriage.

Depending on the level or type of service offered by Authorised Civil Celebrants in addition to the solemnising of marriage in a ceremony, an Authorised Civil Celebrant may work with additional stakeholders to deliver other services relating to marriage.

## Dimensions

Authorised Civil Celebrants can solemnise a marriage or conversion to marriage at any location approved for civil marriage in Jersey.

Authorised Civil Celebrants cannot solemnise a religious marriage or a marriage in a religious building.

There are an average of 350 civil (i.e. non-religious) marriages solemnised annually in Jersey. This number fluctuates according to demand.

A number of Authorised Civil Celebrants will be appointed in order to allow as diverse an offering of individuals to the general public as possible.

Authorised Civil Celebrants may be affiliated to recognised professional bodies or recognised non-religious belief organisation such as Humanism. Evidence of any such affiliation must be presented to the Superintendent Registrar before being sworn in or (if affiliation is established during an authorisation period) immediately upon affiliation. All Authorised Civil Celebrants will be interviewed, trained and assessed with parity notwithstanding that they may have received training or undertaken assessment with other bodies.

Authorisation as an Authorised Civil Celebrant does not guarantee engagement by clients – it is the responsibility of an Authorised Civil Celebrant to market and engage clients.

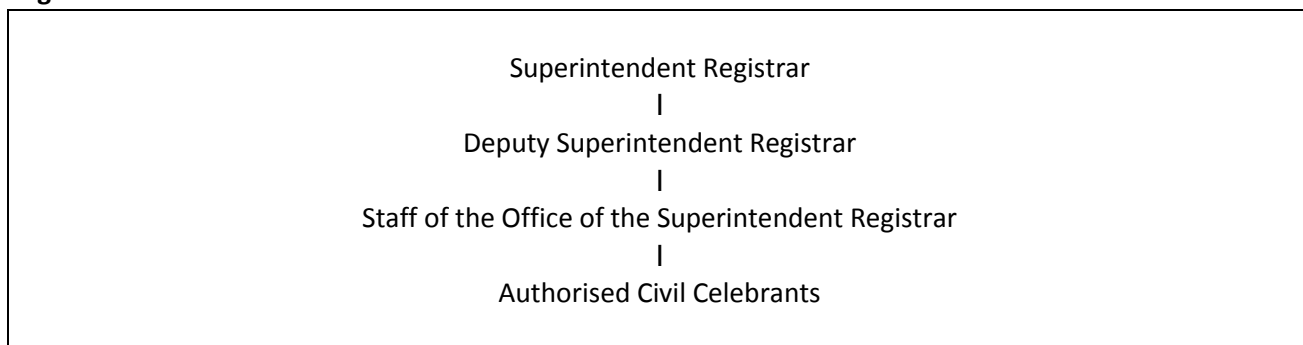
For all ceremonies external to the Register Office, couples will be directed in the first instance to engage the services of an Authorised Civil Celebrant.

The Superintendent Registrar and staff of the Superintendent Registrar are entitled to solemnise marriage and conversion to marriage and may do so. The Superintendent Registrar or staff of the Superintendent Registrar will solemnise marriage or conversion to marriage in the Register Office during normal working hours unless an Authorised Civil Celebrant is specifically requested. The Superintendent Registrar and staff of the Superintendent Registrar may also solemnise marriage or conversion to marriage on any day and at any location for any other reason – for example in the case of an emergency marriage or where a couple are unable to engage an Authorised Civil Celebrant due to unavailability of any Authorised Civil Celebrants or inability to afford the fees of any available Authorised Civil Celebrant.

Authorised Civil Celebrants are individually responsible for:

- Establishing their celebrant business
- Marketing their services to the general public,
- Creating a clear fee structure
- Arranging insurance
- Liaising with couples
- Writing and designing ceremonies according to a couple's specifications
- Ensuring that the contents of the ceremony comply with statutory provisions, the Superintendent Registrar's guidance and the Code of Practice.

**Organisation Chart**



**Person Specification**

Authorised Civil Celebrants must be:

- Aged 18 years and over
- An individual
- Not a religious official
- Able and confident to conduct a marriage ceremony
- Confident public speaker
- Able to communicate effectively (written and oral skills)
- Able and confident to adapt a marriage ceremony (within the requirements of the law, oath of office, Code of Practice and guidelines) to a couple’s requirements
- Able to relate to and interpret a couple’s requirements for a ceremony
- Willing to marry all couples/conduct conversion ceremonies without discrimination including same sex couples
- Able to cope with unexpected events immediately before or during a marriage/conversion ceremony
- Able and confident to command and control individuals and large groups during a period of heightened emotion/stress.
- A personable and engaging personality
- Able to understand their legal obligations under the Marriage and Civil Status (Jersey) Law, associated Order and terms of the Oath of Office
- Able and confident to enforce legal requirements of a wedding ceremony/conversion ceremony
- Able/willing to follow policy and directions provided by the Superintendent Registrar
- Reliable, sensible and with good time keeping
- Well dressed and presented
- A fit and proper person

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b>                      Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>N/A</p>	<p><i>Celebrant training or similar</i>  <i>Advocacy training or similar</i></p>

ROLE DESCRIPTION FOR ROLE OF AUTHORISED CIVIL CELEBRANT

<p><b>Knowledge</b> This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Understanding of the Marriage &amp; Civil Status (Jersey) Law 2001 and Marriage &amp; Civil Status (Jersey) Order 2018</p>	<p>Experience of solemnising marriage (legal or non-legal ceremonies) Knowledge associated with running/managing a business</p>
<p><b>Technical / Work-based Skills</b> This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>IT literate – email, Word, Excel Vehicle licence English language fluency</p>	<p>Social media skills Marketing skills.</p>
<p><b>General Skills/Attributes</b> This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>Understanding of the importance of marriage Confident and engaging public speaker Good written communication skills Self-organisation skills Good time keeping Excellent customer service skills High standard of personal presentation Able to deal with unexpected situations</p>	<p>-</p>
<p><b>Experience</b> This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive – e.g. 3 years post-qualification experience).</p>	<p>N/A</p>	<p>Experience of role of celebrant Experience of public speaking Experience of working within strict statutory requirements and/or guidelines</p>

**General Responsibilities**

- To be responsible for your own health and safety in accordance with the Health and Safety at Work (Jersey) Law, 1989;
- To be responsible for arranging your own public liability insurance and any other relevant insurance
- To work in accordance with the Data Protection (Jersey) Law;
- To work in accordance with the Marriage & Civil Status (Jersey) Law 2001 & Marriage and Civil Status (Jersey) Order 2018

## ROLE DESCRIPTION FOR ROLE OF AUTHORISED CIVIL CELEBRANT

- To work in accordance with the Code of Practice and guidelines issued by the Superintendent Registrar
- To work in accordance with the oath of office sworn before the Royal Court of Jersey
- To be a fit and proper person