



## Civil Celebrant Code of Conduct.

A Civil Celebrant must act in a professional manner with integrity, honesty and fairness. A Civil Celebrant must perform their role in accordance with this Code of Conduct, any guidance which may be provided from time to time by the Registrar- General and the oath or affirmation of their office which is taken before the Royal Court of Guernsey or the Court of Alderney or the Court of the Seneschal of Sark.

The oath is in the following terms:

‘You swear and promise on the faith that you owe to God that well and faithfully, with dignity and solemnity, you will discharge the office of Civil Celebrant of Marriages in the Bailiwick of Guernsey, the whole as to such charge appertains.

SO HELP YOU GOD’.

The affirmation is in the following terms:

“You solemnly and truly declare and affirm that well and faithfully, with dignity and solemnity, you will discharge the office of Civil Celebrant of Marriages in the Bailiwick of Guernsey, the whole as to such charge appertains.”

### Code of Conduct

Marriage is a very special day for the couple and their families and friends. A Civil Celebrant is responsible for making sure that the legal requirements for the marriage are followed, before, during and after the ceremony. A marriage is a solemn and dignified occasion and the Celebrant must ensure that the ceremony is conducted as such.

Civil Celebrants are expected to maintain the highest professional standards which includes:

- No discrimination due to ethnicity, nationality, age (except in relation to the legal age for marriage), sexual orientation, gender, social standing
- Being professional and courteous when dealing with enquiries or clients
- Arriving in good time before ceremony is due to commence

- Being punctual
- Dressing appropriately and maintain good standards of hygiene
- Ensuring that they have a clear and transparent fee structure
- Ensuring that they provide the client with a written contract detailing the service to be provided
- Ensuring that they risk assess the location and activities to be undertaken
- Ensuring that all legal requirements are adhered to, before, during and after the ceremony
- Ensuring that they respect client confidentiality and comply with data protection legislation.
- Complying with population management legislation
- Advising clients or affected parties of the complaints process
- Complying with any on-going professional development obligations set out by the Registrar-General.
- Maintaining public liability insurance cover.
- Informing the Registrar-General immediately of anything which might affect their ability to perform their role, or affect their standing as a fit and proper person.

### Consequence of non-compliance

If a celebrant does not comply with this Code of Conduct their authorisation may be suspended or revoked or conditions may be placed on their authorisation.