

Application for Permanent Registration under the Marriage Act

You have recently inquired about registering with the government so that you can be authorized to officiate at weddings. The instructions for completing your application are as follows: Print out the "Application for Registration of a Marriage Officiant under the Marriage Act" (form 11259 dated 2020/10). (Do **NOT** print the application double-sided.) You only need to fill out Sections 1, 2, and 4.

Read carefully the details required in the Letter of authorization (noted below) so that the governing official has sufficient information to properly recommend you.

1. Complete Form 11259. **a)** Where it asks for "date of ordination," put the date on your credentialing certificate or your ordination certificate. **b)** Where it asks for "Name and Address of Governing Official" put "Bill Stubbs" and address (68 Valley Ridge Cres, Waterloo, ON N2T 1X1 - already completed on pdf). **c)** The "Legal Name of Denomination" should be "Ontario Conference of Mennonite Brethren Churches" (also already inserted).

2. Provide proof of ordination/credentialing (copy of your Certificate). If you do not have a certificate of credentialing or ordination submit an original letter from your leadership board indicating your position in the church and that you are currently on staff. It should indicate also the date at which your employment with the church began.

3. Items 1 and 2 be must be mailed (NOT faxed or emailed) to:

Bill Stubbs - 68 Valley Ridge Cres., Waterloo, ON N2T 1X1

4. Also, provide the Governing Official the name, address, and phone number of the church you are serving. Also provide your current ministerial role at your church

5. If you are a church planter hired by "Multiply" but do not yet have an official church building and/or membership, please submit a letter from the Ontario Director of "Multiply" or chair indicating the pastoral role for which you were hired. Alternatively, a letter from the Executive Director, Ed Willms, may also be submitted.

(You will be notified by email that your documents have been received and also that they have been sent to the government.)

5. The following letter will be sent by the Governing Official (currently Bill Stubbs) as soon as the above documentation is received from you.

A **letter of authorization** from the 'governing official' of the OCMBC indicating the following:

- a. Your current status with the denomination (i.e. pastor, worship pastor, associate pastor, etc.)
- b. The denomination's recognition of your entitlement to perform marriage in accordance with its rites and usages and in compliance with the "Marriage Act".
- c. The name and mailing address of the church to be served.
- d. This letter must also state that the governing official accepts full responsibility for this clergy member and will notify the Office of the Registrar General in writing if this clergy member moves, changes pastoral charge, is deceased, moves out of the province or ceases to be associated with the religious body for which they are registered.

(Note that **you are responsible** to let the Executive Director or the Governing Official know if your address changes, if you move to another church, if you leave the OCMBC, or cease serving in your role, so that we can notify the Marriage Office of these changes.)

Thank you