

# Marriage Commissioner Position Profile

Title: Marriage Commissioner

Ministry: Service Alberta

Division: Open Government/Vital Statistics

## ROLE:

The role of a marriage commissioner is to perform civil (i.e., non-religious) marriage ceremonies in accordance with Alberta legislation and ensure the dignity and solemnity of the occasion is maintained. The marriage commissioner accurately completes legal documents and provides customer service excellence by offering flexible ceremony options to accommodate a couple's wishes for their wedding ceremony.

## REQUIREMENTS:

- Be an adult resident of Alberta.
- Possess a valid Alberta driver's licence and have their own transportation.
- Be fluent in English (both verbal and written).
- Live in the community where the marriages will be performed.
- Have experience providing customer service.
- Have well developed presentation skills.
- Be experienced in public speaking before small and large audiences.
- Have working knowledge of and readily available access to the Internet.
- Be willing to conduct all their marriage commissioner duties with impartiality and be available to perform all types of weddings.
- Be willing to dedicate a substantial amount of time to the position (e.g., evenings, weekends, etc.).
- Be mature, self-reliant and well-groomed.
- Must not be involved in any activity that may cause or be perceived as a conflict of interest. A conflict of interest exists when a marriage commissioner:
  - Has a private business or provides a wedding or non-related service and is unwilling to provide their marriage commissioner services separate and apart from their private businesses or services.
  - Uses or communicates information that was obtained in their capacity as a marriage commissioner to further, or seek further, the private interest of the marriage commissioner, their spouse, family members or any other person.
  - Is a clergy or religious representative of a religious organization.
  - Is an owner, operator or employee of an Alberta Registry Agent office.

## **ASSETS:**

- Fluency in other languages (both verbal and written).
- Experience as a marriage commissioner.
- Experience with ceremony protocol.

## **RESPONSIBILITIES:**

Provide information and expert advice to public inquiries:

- Information and advice provided must be accurate.
- Responses must be timely, courteous and professional.
- Ensure all enquiries are addressed.

Preparatory arrangements:

- Attend interviews, meetings and rehearsals to discuss details and customization as required/requested.
- Willingness to dedicate sufficient time to make each and every ceremony a success for the wedding couple.
- Manage/communicate expectations with the couple.

Provide marriage ceremony flexibility:

- Open to different and untraditional venues.
- Open to performing marriage ceremonies any day and at any time of the day, including evenings, weekends, and at unconventional times.
- Provide various ceremony options (e.g., rose ceremony, sand ceremony, etc.).
- Open to incorporating cultural or ethnic customs.

Perform civil marriage ceremonies:

- Provide marriage services for all types of weddings.
- Demonstrate an open-mind to customizing a ceremony while ensuring legal requirements are met.
- Articulate clearly and audibly for the venue.
- Handle interruptions and difficult situations.
- Provide advice to better ensure a stress-free and memorable ceremony.

Maintain professional conduct:

- Must be responsible, professional and committed to delivering a high quality government service that has legal components.
- Organize, schedule and confirm availability for ceremony date and time.
- Be punctual and arrive prepared for meetings, rehearsals and ceremonies.
- Keep meetings, rehearsal and ceremony commitments.
- Actively listen to a couple's requirements, issues and concerns.
- Dress professionally and appropriately for the occasion.

- Perform each ceremony in a professional manner respecting the dignity and solemnity of the occasion.
- Respectfully represent the Government of Alberta and marriage commissioner appointment.

**Legal Requirements / Documentation:**

- Ensure all legal requirements are met.
- Perform all marriage commissioner duties in accordance with legislation.
- The Registration of Marriage, Civil Marriage Statement and Register for Civil Marriage Ceremonies must be completed accurately and legibly.
- Registrations of Marriage must be sent to Vital Statistics or brought to a registry agent within two days of the ceremony.
- A Register for Civil Marriage Ceremonies must be maintained on an ongoing basis.
- Full knowledge of policies, procedures and related legislation associated with performing a marriage.

**Mentorship:**

- New marriage commissioners are expected to seek out and establish mentor relationships with existing marriage commissioners. (Existing marriage commissioners are expected to mentor new marriage commissioners.)
- Create networking prospects within the marriage commissioner community.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to be thorough and accurate when completing legal documents.
- Excellent communication skills.
- Innovative and impromptu problem-solving skills.
- Strong organizational skills.
- Strong interpersonal skills, including a strong aptitude for dealing with difficult people and sensitive situations.
- Experience delivering excellent customer service.
- Strong decision making skills.
- Solid understanding of Freedom of Information and Protection of Privacy (FOIP) principles.
- Ability to work with people to achieve a common goal.