



**CCCAUST**

**REGISTRAR'S – INFORMATION GUIDE**

**01.01.20 V1**

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# CCCAUST REGISTRAR'S – INFORMATION GUIDE

CCCAust has provided a number of guides/information sheets and aids for its Registrar's, Churches and Ministers in relation to marriage and managing Marriage Celebrants, inc

## **1. CCCAUST MARRIAGE CELEBRANT INFORMATION GUIDE - MINISTERS OF RELIGION 01.01.20 V1**

- a.** This information guides refers to all the Federal Government marriage acts and regulations and, references all the relevant clauses from these acts and regulations.
- b.** It outlines the requirement of these acts and regulations applying to denominations and Marriage Celebrants.
- c.** It defines denominations as recognised by the Attorney General's Department
- d.** Types of Marriage Celebrants and celebrants who defines as Ministers of Religion.
- e.** Conditions of a valid marriage.
- f.** Marrying Overseas.
- g.** Forms.
- h.** Official Printer.
- i.** Christian Community Churches of Australia marriage conventions.
- j.** Marriage processes, Code of Practice and CCCAust Marriage Rites.
- k.** Bible Verses.

## **2. CCCAUST MARRIAGE CELEBRANT – LICENCE APPLICATION MINISTERS OF RELIGION 01.01.20 V1**

This licence application includes:

- a.** Criterion.
- b.** Required competencies.
- c.** Process for appointing new Marriage Celebrants.
- d.** Application for registration as a Marriage Celebrant.
- e.** Applicant's details and declaration.
- f.** Questionnaire for Marriage Celebrant Applicants.
- g.** Questionnaire for Elders/Leaders/ Boards commending MC applicants.
- h.** Acknowledgement Elders/Leaders/ Boards commending MC applicants.

### 3. NOMINATING AUTHORITIES – STATE REGISTRARS:

Following are the registered nominating authorities to register Marriage Celebrants under Christian Community Churches of Australia in each state.

<b>ACT/NSW</b>	Glen Baigent	<a href="mailto:glenn@cccaustnew.com">glenn@cccaustnew.com</a>	0409 021 584
<b>QLD</b>	Daniel Proctor	<a href="mailto:dan@creelside.org.au">dan@creelside.org.au</a>	0425 028 569
<b>SA</b>	Mark Kulikovsky	<a href="mailto:markkul@ozmail.com.au">markkul@ozmail.com.au</a>	0412 205 660
<b>TAS</b>	Graeme Smith	<a href="mailto:graeme1@netspace.net.au">graeme1@netspace.net.au</a>	0417 549 569
<b>VIC</b>	Paul Gould	<a href="mailto:paul@cccvat.com.au">paul@cccvat.com.au</a>	0408 141 501
<b>WA</b>	David Shaw	<a href="mailto:david@dcf.net.au">david@dcf.net.au</a>	0414 560 506

### 4. BIRTHS, DEATHS AND MARRIAGES – STATE REGISTRAR'S:

Following are the state regulatory authorities for Births Deaths and Marriages.

#### a. Attorney General Department

**Address:** Marriage Law and Celebrants Section  
Attorney-General's Department  
3–5, National Circuit, BARTON ACT 2600

**Telephone:** (02) 6141 3111

**Fax:** (02) 6141 3246

**Email:** [marriagecelebrantsrds@ag.gov.au](mailto:marriagecelebrantsrds@ag.gov.au)

**Website:** [www.ag.gov.au/marriage](http://www.ag.gov.au/marriage)

#### b. Australian Capital Territories **ACT**

**Address:** The Registrar-General  
Office of Regulatory Services  
Registry of Births, Deaths and Marriages  
255 Canberra Avenue, Fyshwick ACT 2609  
PO Box 158, Canberra ACT 2601

**Tel:** 02 6207 0460

**Fax:** 02 6207 0895

**Website:** [http://www.ors.act.gov.au/community/births\\_deaths\\_and\\_marriages](http://www.ors.act.gov.au/community/births_deaths_and_marriages)

#### c. New South Wales **NSW**

**Address:** The Registrar  
Registry of Births, Deaths and Marriages  
GPO Box 30, Sydney NSW 2001  
35 Regent Street, Chippendale NSW 2008

**Tel:** 1300 655 236

**MC Helpline:** 1800 629 736

**Fax:** 02 9035 6111

**Website:** [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

**d. Northern Territory** **NT**

**Address:** The Registrar-General  
Registry of Births, Deaths and Marriages  
PO Box 3021, Darwin NT 0801  
Nichols Place, Cnr Cavenagh and Bennett Streets, Darwin NT 0800

**Tel:** 08 8999 6119

**Fax:** 08 8999 6324

**Website:** [www.nt.gov.au/justice/bdm](http://www.nt.gov.au/justice/bdm)

**e. Queensland** **QLD**

**Address:** The Registrar-General  
Registry of Births, Deaths and Marriages  
PO Box 15188, City East QLD 4002  
100 George Street, Brisbane QLD 4002

**Tel:** 1300 366 430

**Fax:** 07 3247 5782

**Website:** [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm)

**f. South Australia** **SA**

**Address:** The Registrar  
Births, Deaths and Marriages Registration Office  
GPO Box 1351, Adelaide SA 5001  
Level 2, Chesser House, 91-97 Grenfell Street, Adelaide SA 5000

**Tel:** 08 8204 9599

**Fax:** 08 8204 9605

**Website:** <http://www.cbs.sa.gov.au/bdm/>

**g. Tasmania** **TAS**

**Address** The Registrar-General  
Registry of Births, Deaths and Marriages  
Department of Justice - Executive Building  
GPO Box 198, Hobart TAS 7001  
15 Murray Street, Hobart TAS 7000

**Tel:** 03 6233 3786

**Fax:** 03 6233 6444

**Website:** [www.justice.tas.gov.au/bdm](http://www.justice.tas.gov.au/bdm)

#### **h. Victoria**

#### **VIC**

**Address:** The Registrar  
Registry of Births, Deaths and Marriages  
PO Box 4332, Melbourne VIC 3001  
595 Collins Street, Melbourne VIC 3000  
**Tel:** 1300 369 367  
**Fax:** 03 9613 5807  
**Website:** <http://www.bdm.vic.gov.au/>

#### **i. Western Australia**

#### **WA**

**Address:** The Registrar  
Registry of Births, Deaths and Marriages  
PO Box 7720, Cloisters Square Perth WA 6850  
Level 10, 141 St George's Terrace, Perth WA 6000  
**Tel:** 1300 305 021  
**Fax:** 08 9264 1599  
**Website:** <http://www.bdm.dotag.wa.gov.au/>

It is to be noted that in some states Celebrants and State Authorities can now interact with Births Deaths and Marriages via a portal.

### **5. CCCAUST COMMON PROCEDURES:**

It has been agreed, that a common procedure be adopted to process and approve the nominations of Marriage Celebrants to be registered under Christian Community Churches of Australia in each state.

#### ***Minutes CCCAust Board Meeting 05.03.2018***

#### **4.2. Common Process to Nominate Celebrants**

*A paper was presented to the Board outline a proposed common procedure for all States to follow when appointing Celebrants.*

*Jeff Spencer moved that the process be accepted and implemented by the States. Seconded by Alex Worley*

#### **a. Nomination – Requirements:**

CCCAust requires that Ministers of Religion wishing to register as a Marriage Celebrant under its registered denomination, are appropriately prepared for the role and conform to all the requirements detailed in the Marriage Celebrant – Licence Application which are:

- i. The person is engaged as a Minister of Religion with a recognised CCCAust church;
- ii. The Minister of Religion is nominated for registration by their church;
- iii. The Minister of Religion is nominated by the nominating authority for the state the church is located in;

- iv. The Minister of Religion is a citizen or permanent resident in Australia; and
- v. The Minister of Religion has attained the age of 21 years.

**b. Applicants to have:**

- i. Complied with the conditions for a valid marriage – [Clause 29 of the Marriage Act](#).
- ii. Read and comprehended all relevant versus in the Bible concerning marriage.
- iii. Read and comprehended [CCCAust Marriage Celebrant Information Guide](#)
- iv. Read and comprehended [Marriage Act 1961 - C2018C00441](#)
- v. Read and comprehended [Marriage Regulations 2017 - F2017L01359](#)
- vi. Read and comprehended [Marriage Amendment \(Definition and Religious Freedoms\) Act 2017](#)
- vii. Read and comprehended – CCCAust Marriage Rites
- viii. Read and comprehended – CCCAust Code of Practice – Marriage Ceremony
- ix. Been trained by an approved recognised religious training organization in Marriage Celebrancy.
- x. Been trained by an approved recognised religious training organization in Pre-Marital Counselling.
- xi. Been advised by the church on its tenets regards marriage.
- xii. Complete and return the Marriage Celebrant – Licence Application.
- xiii. Provided a letter of endorsement from their church Elders/Leadership/Board.
- xiv. Complete and return the Nomination for Registration of Minister of Religion.

**6. CCCAust STATE REGISTRAR:**

**a. Marriage Act 1961 – Excerpts [Visit the Marriage Act 1961 for full details]**

**Clause 27 Registrar's of Ministers of Religion:**

- (1) *For the purposes of this Subdivision, there shall be, for each State and Territory, a Registrar of Ministers of Religion and a Deputy Registrar of Ministers of Religion, who shall be appointed by the Minister.*

**Clause 28 Transfer of State Registers:**

- (1) *The Governor General may make arrangements with the Governor of a State for the transfer to the Commonwealth of any register of persons authorised to solemnise marriages in that State kept by an officer of that State immediately before the commencement of this Act.*

**Clause 30 Registrar to Register Applicant:**

- (1) *Subject to this Subdivision, the Registrar for a State or Territory shall, on application in writing by a person ordinarily resident in that State or Territory who is entitled to registration under this Subdivision, register that person in the register kept by that Registrar.*

**Clause 31 Applicant may be refused registration in certain circumstances:**

- (1) *A Registrar to whom an application for registration under this Subdivision is made may refuse to register the applicant if, in the opinion of the Registrar:*
- a) there are already registered under this Subdivision sufficient ministers of religion of the denomination to which the applicant belongs to meet the needs of the denomination in the locality in which the applicant resides;*
  - b) the applicant is not a fit and proper person to solemnise marriages; or*
  - c) the applicant is unlikely to devote a substantial part of his or her time to the performance of functions generally performed by a minister of religion.*

**Clause 33 Removal from Register:**

- (1) *Subject to this section, a Registrar shall remove the name of a person from the register kept by that Registrar if he or she is satisfied that:*
- a) that person has requested that his or her name be so removed;*
  - b) that person has died;*
  - c) the denomination by which that person was nominated for registration, or in respect of which that person is registered, no longer desires that that person be registered under this Subdivision or has ceased to be a recognised denomination;*
  - d) that person:*
    - (i) has been guilty of such contraventions of this Act or the regulations as to show him or her not to be a fit and proper person to be registered under this Subdivision;*
    - (ii) has been making a business of solemnising marriages for the purpose of profit or gain; or*
    - (iii) is not a fit and proper person to solemnise marriages; or*
  - e) that person is, for any other reason, not entitled to registration under this Subdivision.*
- (2) *A Registrar shall not remove the name of a person from a register under this*



*section on a ground specified in paragraph (1)(d) or (e) unless:*

- a) the Registrar has, in accordance with the regulations, served on the person a notice in writing:*
    - (i) stating the Registrar's intention to do so on that ground unless, not later than a date specified in the notice and being not less than 21 days from the date of service of the notice, the person satisfies the Registrar that the person's name should not be removed from the register; and*
    - (ii) informing the person that any representations made to the Registrar before that date will be considered by the Registrar;*
  - b) the Registrar has considered any representations made by the person before the date specified in the notice; and*
  - c) the removal takes place within 14 days after the date specified in the notice.*
- (3) Where notice is served on a person under subsection (2), that person shall not solemnise a marriage unless and until:*
- a) the person is notified by the Registrar that the Registrar has decided not to remove the person's name from the register;*
  - b) a period of 14 days has elapsed from the date specified in the notice under subsection (2) and the person's name has not been removed from the register; or*
  - c) the person's name, having been removed from the register, is restored to the register.*

#### **Clause 34 Review of refusal to register or removal from Register**

- (1) An application may be made to the Administrative Appeals Tribunal for a review of a decision of a Registrar made on or after 1 July 1976:*

#### **Clause 35 Change of address etc. to be notified:**

- (1) Where a person registered under this Subdivision:*
- a) changes his or her name, address or designation; or*
  - b) ceases to exercise, or ceases to be entitled to exercise, the functions of a minister of religion of the denomination by which he or she was nominated for registration or in respect of which he or she is registered;*

*The person shall, within 30 days thereafter, notify the Registrar by whom the register in which the person is registered is kept of that fact in accordance with the regulations.*

- (2) *The Registrar may, upon receiving notification of a change of name, address or designation under subsection (1) or if the Registrar is otherwise satisfied that the particulars shown in the register in respect of a person are not correct, amend the register accordingly.*

**Clause 36 Transfer to another State etc:**

- (1) *Where a person whose name is included in the register for a particular State or Territory is ordinarily resident in another State or Territory, the Registrar by whom the register is kept shall, subject to this section, remove the name of that person from that register.*

**Clause 37 Furnishing of information by Recognised Denominations:**

*The regulations may make provision for, and in relation to, the furnishing to Registrars by each recognised denomination of:*

- a) information as to matters affecting the right to registration under this Subdivision of persons who are so registered as ministers of religion of that denomination; and*
- b) an annual list of persons registered under this Subdivision as ministers of religion of that denomination who are exercising the functions of a minister of religion of that denomination.*

**Clause 38 Registrars to furnish information to Attorney General:**

*Each Registrar shall, if the Secretary of the Department so requests, furnish to the Secretary:*

- a) a list of ministers of religion registered by that Registrar under this Subdivision during the period specified in the request, showing the full name, designation, residential or postal address and religious denomination of each minister; and*
- b) particulars of any other alterations to the register kept by that Registrar under this Subdivision made during that period.*

**b. Application Process:**

- i. Upon receipt of the documentation from the applicant and after verifying that the applicant complies with all provisions:
  - a. Apply to Births Deaths and Marriages for a Marriage Celebrants Licence for the applicant by submitting the relevant documentation.
  - b. File all documentation either electronically, manually or both.
- ii. Upon granting the licence by Births Deaths and Marriages:
  - a. Enter the Marriage Celebrants registration number in the registrar.

- b. File the correspondence either electronically, manually or both.
- iii. Comply with any of the forgoing clauses of the Marriage Act 1961, if required or requested to do so.

**c. Maintenance:**

- i. Notify CCCAust of any change to the Nominated Authority [Person registered with Attorney General's Department]:
- ii. On an ongoing basis:
  - a. Cancel the licence for Marriage Celebrants that are no longer serving or no longer wish to serve.
- iii. Every 12 months conduct a review of Marriage Celebrants to determine:
  - b. If they are still serving or wish to serve as a Marriage Celebrant?
  - c. That the contact details for those that wish to continue serving are correct?
  - d. If they have completed 4 hours of professional development?
  - e. That all Marriage Celebrants are correctly registered - [MC Registry](#)
- iv. Where amendments are required in relation to [Clause 6bv](#):
  - f. Notify the relative Registrar-General of Registry of Births, Deaths and Marriages of the changes.