



Handbook for registering officers for
Marriage in Britain Yearly
Meeting of the Religious Society
of Friends

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Introduction

Marriage has a special status in Quaker practice. From the very beginning – for longer even than membership – Friends have regarded marriage as a state so momentous that it requires an explicit, solemn enactment in a meeting for worship. Friends understand marriage to be equally available to same-sex and opposite-sex couples. (Beginning of *Qf&p* 16.03: 2015)

This Handbook is issued to all Quaker registering officers for marriage in Britain Yearly Meeting of the Religious Society of Friends. This 2016 edition builds on previous editions and takes account of the legal changes which have been implemented (especially equal marriage) since the last edition of the Handbook. This edition is also greatly informed by feedback and soundings taken at the regular registering officer conferences, training given to new registering officers, and correspondence between registering officers and the Recording Clerk's office over the years. It should be read in conjunction with the current version of Chapter 16 of *Quaker faith & practice*. All registering officers should make certain that they have and are using the up-to-date version of Chapter 16, (see "Contacts" in section 21).

The quotations from Chapter 16 of *Quaker faith & practice* in this Handbook are taken from the version approved by Yearly Meeting 2015.

The Handbook covers marriages which take place in England, Wales and Scotland. Marriages in the Isle of Man and the Channel Islands are comparatively rare so registering officers in these areas should seek advice from the Recording Clerk's Office. Marriages in Northern Ireland are in the care of Ireland Yearly Meeting.

This Handbook is issued in loose leaf form, and periodic updates of sections will be issued as needed by the Recording Clerk's Office.

Where the handbook suggests consulting the Recording Clerk or the Recording Clerk's Office, please contact Michael Booth in the first instance as he is the prime staff member to contact on any marriage matters. Queries on any matters not covered should also be referred to Michael Booth. He will refer to the Recording Clerk where appropriate.

For more information please contact Michael Booth, Quaker Life, Friends House, 173 Euston Road, London NW1 2BJ; email michaelsb@quaker.org.uk or call 020 7663 1023.

This handbook, and other information for registering officers can be accessed via www.quaker.org.uk/ro on the Quaker website.

Glossary of terms

Throughout the Handbook there is frequently a distinction made between Quaker processes and civil processes.

Registering officer – the Quaker role appointed by area meeting

Superintendent registrar (England and Wales) or district registrar (Scotland) – the civil post appointed by the local authority

Quaker marriage certificate – the large written certificate completed in the meeting for worship for marriage

The civil authorities or “blues” – the certificate issued by the superintendent registrar(s) where the couple are living, which is issued before the marriage takes place

The civil or legal register – the two legal registers which are completed by the registering officer and the couple and witnesses after the marriage takes place

The civil marriage certificate – the copy of the register entry issued to the couple by the registering officer after the marriage takes place, which is used by the couple as proof of their marriage for banks, pensions etc.

The Marriage Schedule. Issued in Scotland by the registrar to the couple getting married. It should be returned to the registrar after the marriage has taken place.

Meeting House – this term is used in some places in this document to indicate the venue of a Quaker wedding, even if it is not actually a Friends Meeting House

1. The meaning of Quaker marriage

For the right joining in marriage is the work of the Lord only, and not the priests' or magistrates'; for it is God's ordinance and not man's; and therefore Friends cannot consent that they should join them together: for we marry none; it is the Lord's work, and we are but witnesses.

George Fox, 1669 (*Qf&p* 16.01)

In 1753 Quakers were given the right to conduct marriages in England and Wales. We welcome and cherish this privilege (Paul Parker, Recording Clerk for Quakers in Britain, June 2011).

This privilege, to conduct marriages according to Quaker usage, was granted because early Friends realised the importance of recording marriages which had taken place in a meeting for worship and also their responsibility for reporting such marriages to the authorities. They instituted three principles which underpin Quaker marriage procedures to this day:

1. adequate preliminaries
2. an open and public ceremony including declarations and the signing of a certificate
3. an efficient method of registration

It is these three principles which are seen as essential as far as statute law in England and Wales is concerned and they should be kept constantly in mind. They are also the three principles that Friends in Britain are following in relation to the evolving progress towards equal marriage procedures for same-sex and opposite-sex couples, as set out in the 2009 Yearly Meeting Gathering Minute.

A meeting for worship appointed for the solemnisation of a marriage is held in the same form and spirit as a Quaker meeting for worship at any other time. It is an occasion when those being married may gain inspiration and help from the meeting, which may continue to be a source of strength to them and for those attending an opportunity to ask God's blessing on the marriage and to support it with their presence and through their prayers and thoughts (based on *Qf&p* 16.04).

It is an opportunity for outreach as many attending the wedding may be unfamiliar with worship based on silence. Thus it is important that a number of Friends are present who come with heart and mind prepared for the spiritual nature of the occasion.

Quaker marriage is not an alternative form of marriage available to the general public, but is for members and those who, whilst not being in formal membership, are in unity with its religious nature and witness. The Marriage Acts relating to England and Wales requires this and our criteria apply equally in Scotland. (*Qf&p* 16.17).

2. The application process

See Qf&p 16.25-32

A period of at least ten weeks and preferably three or more months between the first meeting of the registering officer and the couple and the date of the intended marriage is preferred. Applicants should understand that arrangements for Quaker marriages must proceed in good order and cannot be rushed.

The application process is recorded through the completion of the Quaker marriage forms A–H, which are available from the Recording Clerk's Office (see section 21: Contacts) and on the BYM website, and referred to in the sections below.

2.1 The first meeting with the registering officer

Upon receiving notice that a couple wishes to be married in a Quaker wedding, the registering officer arranges to meet with the couple first, to explore the background to the relationship and marriage process with them, and to give them Form A as part of that meeting. This first meeting is especially important and the venue should provide complete privacy and a relaxed atmosphere. Registering officers are frequently helped by the presence of their assistant registering officer, spouse or other Friend.

The following questions are likely to be raised in this first meeting (or some will be more appropriate for a meeting for clearness if that is to take place – see section 12: Meetings for clearness).

1. What is each applicant's connection with the Society of Friends?
2. How long have the applicants known each other?
3. Has either been married before? Has there been a recent bereavement? Are there surviving children of previous relationships? Is each applicant legally and emotionally "clear" of previous relationships, and have such matters been discussed between the applicants? (The registering officer will need at an early stage to see relevant divorce, dissolution or death certificates.)
4. Are there supportive family backgrounds or alternatively are there family conditions which the applicants need to share with each other (or with the registering officer) before the wedding?
5. Why is a Quaker wedding (as opposed to another form of marriage) being sought?

What does each applicant feel about Friends' testimonies which relate to marriage? Is each ready to make the declaration in the form required? Do they understand that a marriage is contracted from the point the declarations are made?

It is especially important to ascertain why a 'Quaker' request has been made. Some registering officers suggest the couple read chapter 16 of *Quaker faith & practice* prior to the meeting which ensures a more deep discussion, as the couple will have had the opportunity to give time to and maybe discuss the spiritual dimension to the marriage.

The Quaker testimonies value marriage as a life-long commitment to each other with

the promises made in the sight of God: George Fox said that 'marriage is the Lord's work: we marry none'. These promises are made with divine assistance and each person present becoming a witness. The Quaker meeting also agree to support the marriage in whatever way they are able ensuring the couple become part of that caring community. It is also important to remind the couple of the legal nature of marriage. A Quaker wedding is both a religious and state ceremony, and there is responsibility to ensure understanding of both aspects.

It will be helpful to explain to the couple the form of the meeting for worship arranged for the solemnisation of the marriage so that the couple are aware of their own responsibilities and the decisions they need to make for the procedures to follow smoothly. Most applicants will not have attended a Quaker wedding so the registering officer should spend some time describing this in general terms. The date planned should be noted and, especially if it is to take place at a busy meeting house or other venue, early booking may be necessary.

At this first meeting too, the expectation or possibility of a meeting for clearness should be raised (see Section 12), depending on the practices of the area meeting. Where a meeting for clearness is part of the standard preparation for marriage, some of the questions and topics shown above may be more appropriate for the meeting for clearness.

The registering officer will use the opportunity of the first meeting to judge, first, whether there are likely to be any special points that will need to be brought to the attention of the local meeting or elders/overseers, and second, whether there are matters that will have to be addressed with the couple in the period before the wedding. It is important that in this first meeting the registering officer should listen carefully to the couple, who should describe in their own words what they are planning for the occasion. This will help the registering officer to see where there might be any conflict with Quaker practice or testimonies. Quaker testimonies are significant in making arrangements for the marriage, such as simplicity, which is worthy of discussion for it impacts on the plans for wedding attire, decoration in the meeting house and outward signs of ostentation.

If the couple have not attended a Quaker wedding before, and there is an opportunity for them to do so, either within the area meeting or in a nearby one, then this possibility should be followed up with the registering officer of the area meeting where a wedding is to take place.

Where one of the couple is in membership or is a regular attender in another area meeting, it is good practice and a courtesy for the registering officer of the area meeting where the marriage is to take place to make contact to keep the other meeting informed of the marriage preparations.

Quakers do not charge couples for marriages, which is unusual but something the Society has long held to be important for equality and fairness. However, some couples ask about making a donation, and some registering officers are quite explicit about the financial needs of meetings or meeting houses, and may refer to the list of parochial fees made by the Church of England (www.churchofengland.org/weddings-baptisms-funerals/fees.aspx). It is up to each registering officer if, how and when s/he wishes to raise this, but it is mentioned here in the context of the first meeting since it may come up then.

(See also section 13.2 for Applicants with lesser connection to the Society, and section 13.1 for Remarriage of divorced persons.)

(See section 11 for Time and place of meeting for worship.)

2.2 Form A – the initial application

Qf&p 16.26

This is the first document giving the registering officer the information required to initiate the marriage procedures. It will usually be given to the couple at the first meeting with the registering officer, and they will return it, completed, as soon as they can. Names must be completed in full, and the marital condition is one of a number of very specific terms: single/ widow/widower/previous marriage dissolved/previous civil partnership dissolved. The terms 'bachelor' and 'spinster' are no longer used.

The information used on this form will be used by the registering officer in completing the legal registers later and so the age at the time of the marriage is vital, and the occupation of both partners is essential even if they are retired or deceased, as this description is also included in the legal register. The witnesses on this form do not need to be associated with Quakers; they are solely witnessing the signature.

All information as to names, occupations, etc. should be the same as will be given to the superintendent or district registrar at the time when notice of marriage is attested. If any particulars change during the run up to the wedding, such as occupation, the applicants should inform the registering officer.

Once Form A has been received, it is useful for the registering officer to do a timeline working background from the date of the wedding, and noting, for instance, when area meetings take place – especially important since many area meetings do not meet every month.

There will normally be at least three meetings with the couple, more if a meeting for clearness takes place. The registering officer should also make sure that elders within the meeting where the wedding is to take place are involved from this early stage; if the couple have not already made contact with the elders of the meeting in which (and under whose care) the marriage is to take place, they and the registering officer should do so as soon as Form A has been completed.

2.3 Form B/C – for applicants not in membership of the Society of Friends

Qf&p 16.27

When one or both of the applicants is not in formal membership of the Society of Friends, he or she will be required to complete Form B/C, which should be given to the applicant(s) at the same time as Form A (if two non-members are marrying then two Forms B/C will be used, otherwise just one Form B/C). Usually the non-member will be marrying a member of the Society of Friends, or will be in regular attendance at a meeting. (If both applicants are non-members with lesser connections to the Society

of Friends, see section 13.2.) Bear in mind that some applicants may believe themselves to be in formal membership when they are not, for example, if they grew up in a Quaker household. If an applicant states that s/he is in membership in another area meeting or country, confirmation from that area meeting or yearly meeting must be obtained by the registering officer.

In the case of non-members/attenders, Part I of Form B/C is completed by the non-member and given to the two adult Friends who will meet with the applicant and satisfy themselves that the non-member is fully aware of the significance of a marriage according to the manner of Friends, and is in sympathy with Friends' principles concerning marriage. The two Friends then complete part II. This signing can also be part of a meeting for clearness (see section 12).

The registering officer is responsible for granting permission to non-members to marry in a Quaker ceremony, and this will depend on his or her conversation with them, possible previous knowledge, but especially on the signatures of two adult Friends on Form(s) B/C. These should be Friends in good standing and not relatives of either party. Although it is in order for the same Friends to sign both forms (in the case of two non members marrying) the registering officer may wish to encourage each applicant to have different Friends sign Forms B/C. These signatures confirm that the Friends have discussed the applicants' request with them and are satisfied that the applicants are in unity with the Society's testimony as to the nature of marriage. It is helpful if the Friends signing the forms are known to the registering officer, and it is appropriate for the registering officer to discuss with the couple the names of Friends they might approach. It is preferred that these Friends are from the Local Meeting which will be upholding the marriage and where the meeting for worship will be appointed. But it has to be recognised that, in the world where people move around with jobs and family commitments, there is a strong possibility that the registering officer will not know the signatory Friends. In this event the registering officer may like to consider making an informal contact with those Friends.

Old copies of forms B or C can be used in place of Form B/C. (Historically, form B was for a man non-member and form C for a woman non-member)

2.4 Form D – granting of permission of non-members (couples in England and Wales only)

Qf&p 16.29 and 16.33

If the marriage is to take place in England or Wales and if either or both of the parties to be married is not in membership, providing the registering officer agrees to the intended marriage, s/he will issue Form D, which is essential to the furtherance of the legal process (see section 2.7). Form D is the registering officer's certificate, as required by the Marriage Act, to be produced by a non-member giving notice of the marriage to the superintendent registrar.

If the couple are going to give notice to the superintendent registrar/district registrar together, one copy for each party not in membership will suffice. If they will be giving notice separately, then they will each need one copy in respect of each party not in

membership. (i.e. for a couple, neither of whom is in membership, who will be giving notice separately, a total of four Forms D will be needed.) The forms must be signed by a registering officer of the Society of Friends (i.e. not an assistant or deputy).

It should be said that superintendent registrars vary in their familiarity with Form D, which is only ever used for Quaker marriage, so many will never have come across one before – some will retain it (which is what they should do), but some may give it back to the couple.

Some superintendent registrars assume that a Form D is needed for **members** of the Society of Friends. It is not. Since Quaker marriages are comparatively rare, such confusion is understandable. It is helpful for the registering officer to make contact with the superintendent registrar(s) where the couple will be giving notice before the appointment, or to be available by phone when the appointment(s) take place.

Alternatively, it may be helpful for members of the Society of Friends to have with them a piece of paper which says simply “I, <name> declare that I am a member of <name of> area/monthly meeting of the Religious Society of Friends (Quakers) and I am applying to marry under the provisions of section 47(2)(a) of the 1949 Marriage Act”. This should only be offered to the Superintendent Registrar if they ask for a Form D and don’t accept that one is not necessary for a member. (See also section 10.1)

When the marriage is to be solemnised in Scotland, notice can be given by post or in person. No residential qualification in Scotland is necessary although one of the parties will have to collect the Marriage Schedule in person.

2.5 Form E – Public notice of intention

Qf&p 16.31

Although due notice of the marriage will be posted for public inspection in the superintendent registrar’s office before the issuing of the certificate or certificate and licence. Section 47 of the Marriage Act 1949 stipulates that marriages according to the usage of the Society of Friends are valid only if they are conducted “in pursuance of a general rule of the said Society” and public notice of intention is part of our ‘general rule’. Thus the requirement to issue a public notice of intention is essential to the maintenance of right ordering in the conduct of marriages according to Quaker usage. It also means that the meeting under whose care the wedding will take place are aware of the plans.

After s/he has issued Form D (if required) to the couple, the registering officer will send a copy of Form E to each of the meetings where the applicants are members or usually worship, or in the case of non-members, to the meeting nearest his/her place of residence, even if he or she is not known to the meeting, and also to the meeting where the marriage is to take place if different. The person who reads this out (usually the clerk) after meeting for worship signs it and returns it to the registering officer. Since marriages are comparatively rare occurrences in the lives of most meetings, it is worth the registering officer phoning the clerk(s) beforehand to let them know to expect this form and what to do with it.

If one or both of the applicants is resident outside Great Britain, time must be allowed for the notice of intention to be read in the country concerned. Discretion is allowed, however. If an applicant is not a member and has not been in contact with Friends in his or her own country, or where there are only a small or very widespread number of Friends in that country, the registering officer may judge there is little value in sending the notice of intention to that country. Please consult the Recording Clerk if this seems to be the case.

It is provided in *Qf&p* 16.31 that, if a registering officer receives any notice of objection to the marriage, he or she shall immediately inform the parties. What other action might be required will depend on the nature of the objection. If the objection indicates a possible legal impediment to the marriage, e.g. the parties are not free to marry because of blood relationship, age, or because they are not free of other marriage engagements, then, if the couple have already given notice to the superintendent registrar or district registrar, the registering officer will contact the superintendent registrar or district registrar in Scotland and any decision as to whether the marriage may proceed will rest with him/her. If the objection relates to questions of unsuitability or suggests that the couple should not be married according to the usage of our Society, then the registering officer will wish to consult with officers of the area meeting and, perhaps, other Friends in good standing, before deciding whether the marriage should proceed. In all cases the couple will be kept informed and the objector notified of the decision.

Note: An objection to a same sex marriage on theological grounds will not be a valid objection. The Yearly Meeting has agreed to marry couples irrespective of the gender of those wishing to marry provided that they are connected to the Quaker community.

2.6 Form F – Request for appointment of a meeting for worship for marriage

Qf&p 16.41-45

It is normally the area meeting which appoints the meeting for worship for marriage (unless this has been formally delegated to a local meeting (16.43)), and the request for the appointment of the meeting for worship is sent by the registering officer on Form F as soon as possible after Forms A (and B/C if required) have been completed, Form D issued (if required), and Form E completed and returned to the registering officer. Form F can be sent before Form E has been received back by the registering officer.

It is helpful if the couple and/or the registering officer have spoken beforehand with elders of the local meeting where the marriage is to take place, since, although the area meeting appoints the meeting for worship, local elders are responsible for the right holding of meetings for worship within their local meeting and so need to know well in advance that it is taking place. The area meeting will want to be assured that there will be sufficient local Friends attending to ensure that the meeting for worship is properly held.

Once the meeting for worship has been appointed, the clerk will return part II giving confirmation and the registering officer sends Part III to the couple advising them of the decision.

Sample area meeting minute:

We have received a request from our registering officer to appoint a meeting for worship for the solemnisation of the marriage of [name 1], (a member of [name of AM] area meeting/not in membership) and [name 2], (a member of [name of AM] area meeting/not in membership*) to be held at [place of intended marriage] on [date] at [time]. We agree that this marriage may take place at the time and place requested. We appoint [names of Friends] to attend.*

**delete as appropriate*

If the between meetings procedure needs to be used (*Qf&p 16.44-16.45*) then the clerk of the relevant meeting should give their decision in writing. The registering officer should not rely on verbal agreement.

2.7 Obtaining the legal/civil authority to marry

Qf&p 16.33

Every person marrying in England and Wales and in Scotland must give notice of their intention and obtain the legal authority to do so.

2.7.1 Marriage in England and Wales

If the marriage is to be solemnised in England and Wales, at least one of the couple

must be resident in England or Wales for at least seven clear days before giving notice. If both live in England or Wales, each must give notice in person to the superintendent registrar (or deputy) for the district in which they each live. If one lives in Scotland, that person may give notice in Scotland and obtain a certificate of no impediment, which serves the same purpose as the superintendent registrar's certificate. There is no provision for a person living in Northern Ireland or the Irish Republic to give notice there; that person will have to establish seven clear days' residence in England or Wales before giving notice in the district of residence. There is, however, provision for one of the couple living in the Channel Islands, Isle of Man, or other Commonwealth country to give notice there, providing the other person is resident in England or Wales.

For same sex couples, the superintendent registrar may require proof that a religious body is willing to for their marriage to take place. We have prepared a simple single sided letter that applies to all couples and that can be downloaded from quaker.org.uk/ro or accessed by the superintendent registrar. The Registrar General has issued guidance to all superintendent registrar advising that Quakers will conduct same sex marriages, but some couples may need to provide this extra confirmation.

The couple can attend to give notice together (if they live in the same district) or separately. Special arrangements apply – and the couple will have to give notice together – if either of them is subject to immigration control. If the couple live in different local authorities at the time of giving notice, each will need an appointment with the superintendent registrar of the district in which they live. They must take any documentation required by the superintendent registrar (this is listed on the local authority website, or guidance will be given over the phone when the appointment is arranged). Their notices will not be taken without all the documentation required. Some local authorities have waiting lists of up to a month or more for such appointments, so it is important that that the appointment is booked early in the process. There is a fee of £35¹ per person. Where one or both of the couple are not in membership, they will also have to take Form(s) D with them. The couple do not have to have decided at this stage who will witness their marriage.

When giving notice, the superintendent registrar may not be able to find the address of the place where the marriage is to take place in their computer system. It is apparently possible for a place to be entered manually into the system, but telling a superintendent registrar how to override their computer system may take some tact.

After 28 clear days' notice, the relevant superintendent registrar, providing s/he is satisfied that the couple are free to marry, will issue the legal authority for the marriage. This will be two superintendent registrar's certificates (also called 'authorities' or 'blues' because they are usually printed on blue paper). The couple may have to arrange to collect the authorities or to have them posted to them. However, some superintendent registrars post the authorities directly to the registering officer. The couple should therefore make sure that have the registering officer's postal address with them when they give notice.

The authorities/schedule are valid for a year from the date of giving notice.

2.7.2 Marriage in Scotland

Each person intending to marry in Scotland must complete and submit notice forms (which can be done by post) to the registrar for the district in which the marriage or civil partnership is to take place. Legally, the couple do not have to live in Scotland to marry there (although the registering officer should be sure that they are marrying in the care of the meeting). The necessary forms can be downloaded from the internet or obtained from any registrar in Scotland (see section 20: Contacts). The couple will need to provide their birth certificates and such other documents as may be required by the registrar. If the documents are not available at the time of giving notice and if time is short, notice should be given first and the documents provided at a later date. Notice cannot be given more than three months before the intended date of the marriage. Four weeks (or six weeks if either person has been married or in a civil partnership before) should normally be allowed for the necessary checks to be made, but the absolute minimum period of notice is 29 days. The fee for giving notice is £30² per person. The couple should have decided which two people will witness the marriage and sign the schedule.

The Religious Society of Friends (Quakers) is a prescribed body under the Same Sex Marriage (Prescribed Bodies) (Scotland) Regulations 2014, which means that we can conduct same sex marriages in Scotland.

After a minimum of 29 clear days the district registrar, providing s/he is satisfied that the couple are free to marry, will issue the schedule for the marriage. This schedule cannot be issued earlier than seven days before the intended date of the marriage, and is valid for three months from the date of giving notice. One of the couple must collect the schedule in person – it will not be issued to any third party.

¹ Accurate in July 2015

² Accurate in July 2015

2.7.3 The authorities for marriage

The two superintendent registrar's authorities (England and Wales), schedule (Scotland) should be in the hands of the Quaker registering officer at least one working day before the wedding. Most registering officers prefer to receive these earlier than 24 hours beforehand in case of any problems.

The authorities have printed upon them various rules and regulations about the wording to be used in a marriage ceremony and also about the venue of a marriage. These rules and regulations can safely be ignored as they do not apply to Quaker marriages.

The registering officer should check that they are in date, that they show the correct venue, that the names of the couple are correct, and that the schedule or authorities have been properly issued by the (superintendent) registrar. (Do note that the authorities will not always be physically signed if they are computer generated). The registering officer must bring the authorities/schedule to the wedding.

Eventually, the authorities (England and Wales only) are sent by the registering officer to the superintendent registrar with the next quarterly return. In Scotland, the schedule must be returned to the Registrar within three days of the marriage for the marriage to be registered.

2.8 Form G: Public notice of the meeting for worship for marriage

Qf&p 16.47

The two points of principle behind this section are:

- that the notice shall be as public as is possible, and
- that a reasonable time should elapse between the giving of public notice and the day of solemnisation.

Thus, if a marriage is to take place on a Saturday, public notice should be given on the previous Sunday, and if there is a midweek meeting for worship, after that too. Before posting Form G to the local meeting clerk the registering officer should be satisfied, by phone, email or otherwise, that the meeting clerk intends to be at meeting for worship on the day(s) in question and that the importance of public notice is appreciated: it may be wise to ask for a confirmatory phone call before the written notice. If by mischance public notice is not given the registering officer should get in touch immediately with the Recording Clerk, who will advise whether there are ways of overcoming the difficulty.

Where there is any doubt at all about Form G being read at the close of the usual meeting for worship last held before the day of solemnisation, it is a useful precaution to ensure that a notice giving details of the intended meeting for worship for the solemnisation of the marriage is posted on the meeting house notice board or door. Particular care should be taken where meetings for worship are held less frequently than weekly. Confirmation of this reading will be returned to the registering officer in time for the wedding.

If the marriage is to take place at a venue where Meetings for Worship are not normally held, then please contact the Recording Clerk for details of a form that could be displayed at the venue, however, a Form G should also be read at a nearby meeting.

While it is obligatory for registering officers to ensure that public notice is given in this way, it is in the spirit of both points above to ensure that local Friends are as well-informed as possible about a future wedding in their meeting, at least as soon as the meeting for worship is appointed by the area meeting. It is as well to make sure that the couple are involving local meeting elders in the arrangements as soon as possible.

It will be helpful for the registering officer, the couple and the local meeting where the marriage will be celebrated to hold a meeting two to three weeks prior to the marriage at the meeting house to make all the practical arrangements for the occasion and to ensure good communications are in place (see also section 20: Checklists). At this meeting the registering officer should also check the couple have not had a birthday, moved house or changed jobs since the authorities/schedule were issued – these details will go on the legal register and must be accurate at the time of the marriage.

Now go to section 3: The meeting for worship

3 The meeting for worship

The registering officer should meet with the couple to help them plan the format of the wedding. Every wedding is different, it is a special day and the wishes of the couple should be considered sympathetically. There are checklists in section 20 to help registering officers to make sure that subjects have been covered.

Local elders will need to be involved in or informed of some of these decisions such as:

- who will be responsible for introducing the meeting for worship – this is important as many present will not have been to a Quaker meeting before. The registering officer, a local elder or another Friend may do this.
- the likely duration of the meeting.
- the likely number of guests, bearing in mind the capacity of the meeting house (and its fire certificate limit), and the need to leave space for local and area meeting Friends to attend.
- decoration of the meeting house.
- the point in the meeting when the Quaker certificate of marriage is to be signed and read.
- arrangements for children.
- which Friends will be responsible for indicating the conclusion of the meeting by the shaking of hands.
- refreshments.

There may be some variation in practice from one wedding to another in respect of the entry of the couple, the time of reading of the certificate, etc. This is acceptable provided that the legal requirements are followed rigorously. Local elders should be involved in any discussions about programming of the meeting for worship (for example, planned ministry or the use of music).

Quaker weddings are often attended by relatives and friends who have no previous experience of a meeting for worship, and it is helpful to do as much preparation as possible. The couple may feel it helpful to send a copy of the leaflet *A Quaker Wedding*, and *Your first time in a Quaker Meeting*, available from the BYM website or Friends House, to invited guests. Alternatively they may choose to send a letter in their own words, with the invitation, telling guests of the form of worship, the procedure, and what is expected of them. Some couples set up websites to keep their guests in touch with the preparations and including links to the leaflets or other information on Quaker weddings from the BYM website.

It is important to remember that weddings are family affairs and that if the couple wish, the wider family (especially any children of the couple) may wish to be involved in the planning of the wedding. This is especially the case where one family are Quakers and one is not, to be sure that the non-Quaker family is not excluded from the process.

It is now common practice for elders, in consultation with the couple, to arrange for a Friend (usually the registering officer) to give a short explanation of the proceedings at the outset of the meeting, but if careful preparation is made beforehand this might not

be felt to be necessary. It is however, usually necessary to remind those present to turn off mobile phones, and that filming, photography or using social media is not appropriate during the Meeting for Worship.

There is also the question of how the couple will come into the meeting and where they will sit. It used to be common practice for the couple to enter when everyone else was gathered and for the assembled company to stand in greeting. Now it is more common for the couple to come into the meeting along with others and without formality. In cases where the couple enter after others have assembled, many now prefer that the meeting does not stand. The registering officer should also discuss whether s/he will enter the meeting with the couple, or separately.

The significance of making the declaration to each other is most important as this is the essential element in the meeting for worship, the promise made to each other with the wording as described in *Qf&p* 16.52-54 and following the instruction: 'taking each other by the hand'. The couple may use a prompt card with their promise written upon it or they may decide to read from the Quaker certificate which will be placed on a table in front of them in the meeting house. They rise to make their promise, at a time that they feel ready and when the meeting is gathered in silence. Frequently this is towards the beginning of the meeting for worship and is usually followed by further ministry after a suitable time for reflection and prayerful contemplative thought for the couple has elapsed. Some couples like to exchange rings or give a ring at this point. There is no provision made for this as part of the declaration but can be a significant and meaningful symbolic act and there is nothing to prevent it taking place.

It is sometimes helpful if the registering officer briefs one of the elders to have some ministry in mind especially if a Quaker meeting for worship will be a new experience for a significant number of the wedding guests. The couple themselves may also have ideas of readings they would like to be included as part of the ministry, but this should follow, never precede, the declarations. Such ministry could be readings by friends, or personal statements by the couple themselves amplifying their commitment to each other and to their marriage. Ministry by the couple or by others in close relation with them can deepen and confirm the solemn support for the marriage given by all who are present. Tactful guidance may be necessary but remember that 'it is the Lord's work' and the couple may be the best judges of what is appropriate for their wedding.

The words of the declaration (see section 4), with the permitted alternatives, have been laid down by Britain Yearly Meeting, and must be adhered to. No other changes to the wording, however slight, may be allowed unless approved by the Recording Clerk.

Although photography is not permitted during a meeting for worship for marriage, being disruptive to the sense of the gathered meeting, there have been cases where skype or a fixed video or web camera have been used to share the occasion with close relatives unable to attend due to illness or distance. Elders, the registering officer and the couple need to decide on a case by case basis what is appropriate for the circumstances, but as long as any equipment does not make a noise, such a request should be carefully considered.

The registering officer will ensure that there is adequate discussion with the couple, and with the clerk and the elders of the meeting concerned, on practical issues. Some comments on specific points are given in section 21. On the day of the marriage the

registering officer may be helped by having a checklist of things to take and may, on arrival, wish to go through a number of points to make assurance doubly sure (see section 20: Checklists) These should, however, be no more than a final confirmation of points already understood.

The registering officer should not feel pressurised into any arrangements either by the couple or by their families. Support from the local elders and/or the registering officer's support group should be sought if this is the case.

4. The declaration

Qf&p 16.52-54

The public declaration by the couple is the main essential feature of a Quaker marriage. The point at which they have both made their declarations is the point at which they are legally married and at which “the Lord’s work” of marrying couples is done.

The registering officer is not empowered to agree any revision of the alternative forms of declaration set out in *Quaker faith & practice* 16.52-53, approved by Britain Yearly Meeting and notified by the Society to the Registrar General. Quaker marriages are valid only if they are conducted in accordance with the general rules of the Society and the public declaration in the form prescribed is clearly part of the general rules.

The declaration must be made in English, except that, in places where the Welsh language is commonly used, a Welsh form of the declaration may be used. This rule is to satisfy the requirement that the public declaration must be heard and understood by witnesses. If one or both of the parties wishes to make the declaration in another language that may be done, but only in the presence of an interpreter who can attest that the words of the English declaration have been faithfully translated into the other language (*Qf&p* 16.54). The Registrar General suggests that the interpreter should sign the marriage register as a witness, although this is not a legal requirement.

The declaration on the Quaker marriage certificate **must** be written in either Welsh or English. All languages spoken in the declarations must normally be transcribed in full on the certificate. Many registering officers have found it useful to place, conveniently for the couple, cards with the wording of the declaration to be used – these should be in bold lettering with names inserted. The Quaker certificate should record the declarations in the order in which they are to be made.

The registering officer should ensure that when the couple make their declarations they take each other by the hand. If they forget to do this (the holding of hands is referred to in the wording of the Quaker certificate) they can be gently reminded by the registering officer. If one of the parties makes a serious error, the registering officer should ask that the declaration be repeated (perhaps reading from the card or certificate).

The registering officer should check beforehand that the couple each intend to use the same form of declaration.

See Section K in section 23 for the prescribed wording of the declaration.

5. Recording of the marriage

5.1 The Quaker certificate

Qf&p 16.57-60 – this section contains the correct wording for the Quaker certificate

The Quaker certificate is a record of the proceedings of the marriage, signed by those present when the declarations are made, which passes into the possession of the couple. It does not carry any legal significance and cannot be used as an official certification of a Quaker marriage.

This is an integral part of the meeting for worship and requires considerable thought and preparation beforehand. The pre-printed Quaker certificate in scroll form can be obtained from the bookshop at Friends House. Registering officers may wish to have a small supply of these, or at least one to show the couple. The couple need to arrange for the completion of the Quaker certificate using their full names and either their address or parentage (i.e. son or daughter of.....) and include the declaration words the couple have chosen to use and in the order they agree to speak them. Following the declaration, either straight away or towards the end of the meeting for worship, the registering officer will invite the couple to sign the certificate with their surnames used prior to the marriage, and their two witnesses will also sign. It is wise for the registering officer to have a note of the names of the witnesses in case of illegible signatures as the entire Quaker certificate is then read aloud as a record of the occasion and confirmation that the couple are indeed married.

While the registering officer takes the couple and their witnesses, who may be the same ones who signed the Quaker certificate or different people, to sign the registers and legal marriage certificate elsewhere, those present for the declaration will be invited to sign the large Quaker marriage certificate. It is helpful to have one or two guests appointed to take charge of the signing to ensure everyone has the opportunity of being a witness.

The registering officer should be prepared to advise the couple on filling in the Quaker certificate and will need to check the wording before the day of the marriage. The couple may prefer to have their own Quaker certificate prepared rather than using the pre-printed one, in which case the registering officer should exercise great care that the wording is correct. Some registering officers have felt it helpful to send the couple the exact wording they should use, after finding out from the couple which of the variations within the declaration they may be using, and which of them will make the declaration first.

The certificate used to be available as a printed booklet, in addition to the scroll form. If a couple wishes, they could have their certificate prepared as a booklet.

The full names of each of the couple must be given in the opening section of the certificate. Where either of the parties is known by a different name to that on their birth certificate, the known name may be used in the declaration but both names should be shown on the Quaker certificate and in the legal marriage register (Suzanne Brown, also known as Susie Brown). At all times it should be borne in mind that it

must be clear who is marrying whom. In the declaration, just the known first name and family name may be used – the full names do not need to be spelled out again.

It is good practice that there should be a spoken confirmation by a third party that declarations by the couple have been made: it is for this reason that *Quaker faith & practice* provides that the Quaker certificate be read in the meeting for worship. If the declarations have also been made in a language with which the registering officer is unfamiliar then, if the registering officer so wishes, an interpreter may be asked to read that section of the certificate.

All witnesses signing the Quaker certificate should use pens with permanent black ink. Children may sign or make their mark on the Quaker certificate. Where friends have arrived at the meeting for worship after the couple have made their declarations they should not sign the front of the Quaker certificate. However they could sign the back under such words as “We also having been present at the meeting for worship, although after the declarations were made, have subscribed our names the day and year above written”.

5.2 The legal registers

Qf&p 16.61-62

5.2.1 General guidance (England and Wales)

Section 55 of the Marriage Act 1949 provides that registering officers shall register Quaker marriages “as soon as conveniently may be after the solemnisation of the marriage” in duplicate in two marriage register books and requires the registering officer “whether or not he was present at the marriage [to] satisfy himself that the proceedings in relation to the marriage were conformable to the usage of the said Society”.

All Registering Officers in England and Wales will have in their safekeeping two copies of the Registers (the books in which marriages are legally recorded), and a book of blank civil certificates for issuing copies of marriage register entries,

Immediately after the conclusion of the marriage the registering officer will prepare the two official marriage registers and the certified copy of the legal register (civil marriage certificate) (*Qf&p* 16.61 and see section 7). Although registering officers are not technically “authorised persons” they should regard themselves as being governed by similar constraints on completion of the registers. The *Guide for Authorised Persons* contains much useful information about the completion of the registers.

Because the registers are the legal record that a marriage has taken place, they may not be completed until the marriage has actually taken place, that is, the declarations have been made. Therefore, the two copies of the register need to be completed by hand, by the registering officer, as soon as the meeting for worship is over. There needs to be a quiet room, with a table suitable for writing at, for the registering officer to complete this.

The register must be completed in blue black record ink is available from Ecclesiastical Stationery supplies tel. 01440 703303 www.registrarsink.co.uk (see also

section 21: Contacts). The ink must be used with a fountain pen.

Completion of these registers is one area which is a source of anxiety to registering Officers. The certified copy of the register **can** be completed before the marriage has taken place and the registering officer may complete this (without signing it) beforehand and use this as a template for completion of the registers on the day. Any mistakes made before the register is signed can be easily dealt with – the *Guide for Authorised Persons* (www.gov.uk/government/publications/a-guide-for-authorised-persons) and guidance in the register books themselves is helpful (see also section 7: Registers and returns).

Once the registers have been completed, the couple and their two witnesses check and sign the register. The couple should supply the names of the two witnesses in advance, and should be alerted that they and their witnesses will need to sign the legal registers around 10–15 minutes after the meeting for worship has ended.

5.2.2 Completion of the register (England and Wales)

As already stated, an area meeting may cover several registration districts but the registering officer will be assigned to the superintendent registrar within whose registration district s/he lives. This registration district will be shown on the title page of the duplicate marriage register books and should be altered if a subsequent registering officer lives in a different registration district.

If the same person is a registering officer for more than one area meeting at the same time, they should have two sets of marriage registers for each area meeting they serve.

The heading in the entry for each marriage should show the registration district and administrative county or metropolitan borough of the meeting place where the marriage was solemnised (e.g. “Marriage solemnised at Friends Meeting House, West Street, Maidenhead in the District of Windsor and Maidenhead in the County of Berkshire”). Registering officers may find it useful to check with their superintendent registrar the names of the registration districts in which meeting houses, or other buildings where marriages are to take place, in their area meeting are situated. The address of the meeting house (or other building where the marriage takes place) should be full enough to describe the building so as to be able to identify it unmistakably.

The ages inserted in the official registers and on the certified copy should be correct on the day of the marriage (this may be different from the age given on the civil authorities if one or both of the couple has had a recent birthday).

Where a person signs the register by way of a mark or signs in characters of a foreign language, the registering officer should write against the mark or signature the words “The mark (or signature) of ...” and insert the forenames and name of that person.

After completing the register entries, the registering officer should ask the couple to verify the particulars (any errors are to be corrected in accordance with the instructions given in the registers and in the *Guide for Authorised Persons* – see section 21: Contacts and resources) and, if satisfied that they are correctly entered, to sign both the register books, using the surname by which s/he was known

immediately prior to the marriage (not the surname s/he may take after the marriage). The witnesses are then asked to sign. The parties should sign their names in the usual manner, not necessarily in full. The parties, witnesses and registering officer must sign in the presence of one another, the registering officer being excused from this provision only in circumstances provided for in section 6: Appointment and Role of registering officer. It may be a help in years to come if the names of witnesses are lightly pencilled in the unofficial margin to the left of the register entry. A busy registering officer will also find this helpful when completing the quarterly return.

Although, in the absence of the registering officer, someone else may enter the details in the register books and duly signed and witnessed, it should be noted that only the registering officer may sign the registers. There is an accepted time limit of three months for the registering officer to sign the registers which should only be done after s/he is fully satisfied that all was conducted according to Friends' usage. However, the absence of the registering officer should be an unusual occurrence, please consult the Recording Clerk if an absence is expected.

5.2.3 The certified copy (England and Wales)

The Registering Officer will also prepare a certified copy of the entry in the marriage register, for the couple to take away with them as their legal proof to show to banks, pension companies etc...

The Registration District shown at the top of the certified entry is the one where the registering officer completing the form lives and send his or her returns. The sections of the certificate in the box should be an exact copy of what is in the registers.

The final section should be completed "I [name of Registering Officer completing the form], Registering Officer of the Society of Friends, commonly called Quakers, for the ~~Monthly~~ Area Meeting of [name of area meeting] in the [name of Registration district the current Registering Officer lives in] do hereby certify that this is a true copy of the Entry no [number of entry in Register] in the said ~~Monthly~~ Area meeting, and such register books is now legally in my custody"

The crossing out of "Monthly" and replacing with "Area" does not need to be initialled as this was a change already signalled to the General register Office when it took place in BYM.

There is generally a charge for certified copies from marriage registers. The current fee may be obtained from the superintendent registrar. It has been a long-standing custom in Britain Yearly Meeting to make no charge for the certified copy issued at the time of marriage.

5.2.4 General guidance (Scotland)

A Quaker marriage is conducted in Scotland under the Marriage (Scotland) Act 1977, which permits a religious or belief marriage to take place anywhere and to be solemnised by a person approved to do so under the act. A couple getting married in a Quaker meeting will be issued with a Marriage Schedule. One of the couple will have to collect it in person. The Marriage Schedule cannot be issued more than seven days before the marriage.

The Marriage Schedule must be produced before the marriage ceremony to the person performing the marriage.

Immediately after the ceremony, the Schedule must be signed in black fountain pen by both parties, by the person performing the marriage and by the two witnesses. It must be returned to the registrar within three days so that s/he can register the marriage.

After the marriage has been registered, copies of the marriage certificate can be obtained from the registrar on payment of the appropriate fee.

The Quaker registering officer has no role in issuing copies of the civil marriage certificates.

5.3 Form H – The certificate of accomplishment

Qf&p 16.63

Form H reports to area meetings both that the marriage has been solemnised and that it has been legally registered. In Scotland, the couple are responsible for returning the signed copy of the marriage schedule to the district registrar who, on entering the details in the register of marriages, provides an extract of the entry (the marriage certificate) as a record for the couple. The couple should provide a copy of this to the registering officer as soon as possible after receipt. Only on receiving this is s/he in a position to attest to the area meeting on Form H that legal registration has taken place.

The registering officer sends copies of Form H to the area meeting within which the meeting for worship for marriage took place, and to the area meetings where one or both of the couple are in membership, if that is different from where the marriage took place. Note that even if it is the local meeting that granted authority for the marriage, it is the area meeting that records that it took place.

The area meetings that receive Form H should minute the accomplishment of the marriage in the minutes of the area meeting, giving the names of the couple, their membership status, and the date and place of the marriage. Where a local meeting has appointed the meeting for worship to solemnise the marriage, then Form H will be the first time that the area meeting officially knows of the marriage.

Sample area meeting minute: [Following our agreement in minute {date and number of minute} we have received from our registering officer a certificate of accomplishment of the marriage between [name 1], (a member of [name of AM] area meeting/not in membership**) and [name 2], (a member of [name of AM] area meeting/not in membership**) which took place at [place] on date of marriage].*

*only for the area meeting which appointed the meeting for worship.

** delete as appropriate

It will be helpful for a copy of this minute to be sent to the registering officer, this will ensure that the marriages reported by the annual return have all been properly recorded by the area meeting.

See Section 7: Registers and returns for more on what needs to be done in terms of reporting to BYM and the civil authorities.

6. Appointment and role of registering officers

Qf&p 16.22-24

6.1 Appointment of a registering officer

The name of a new registering officer must be notified to the Recording Clerk's Office by the area meeting clerk. For area meetings in Scotland, the Recording Clerk's Office will inform the General Meeting for Scotland who in turn notifies the Scottish authorities. For area meetings in England and Wales, the Recording Clerk's Office notifies the General Register Office, who will send a confirmation to the registering officer. If a registering officer changes their name, address, telephone number or email address, then they should inform the Recording Clerk's Office without delay.

The law governing England and Wales is set out in the Marriage Act 1949. There are numerous references to the Society in the Act, in particular the points where Quaker (as well as Jewish) weddings differ from all others. All marriages other than those according to the usage of the Church of England, the Society of Friends and the Jews require the presence of an "authorised person", certified by a superintendent registrar in relation to a specific "registered building". The Society's registering officers are not "authorised persons" though many of their responsibilities are very similar. Nor do Quaker marriages have to take place in registered buildings, although Friends' meeting houses may be registered buildings for worship with the local authority. It has been customary for marriages to take place in Quaker meeting houses. A marriage does have to take place in a building with a roof and walls in England and Wales; in Scotland, marriages may take place outside a building.

Section 43 of the Marriage Act 1949 deals with the appointment of "authorised persons" for the enabling of marriages to be solemnised in a registered building, being persons certified by the Trustees or governing body of a registered building. Section 43 (3) indicates that this does not have any reference to Quaker marriages, it is not surprising that, on occasions, superintendent registrars send forms to registering officers which are intended only for use by authorised persons (see section 8 for legal responsibilities)

A superintendent registrar may not have much experience of Quaker marriages and it is well for the registering officer to establish friendly contact with their own registration officers (that is, the superintendent registrar for the district in which the registering officer lives) and to whom s/he will send quarterly returns, and whom the registering officer will be able to consult on civil matters. It is usual for an area meeting to cover the districts of several Superintendent Registrars.

Each area meeting will appoint a registering officer to be responsible for Quaker marriages within their area meeting. If an area meeting wishes to appoint more than one registering officer, then the Recording Clerk should be consulted in advance of any appointment. Area meetings should normally only appoint one registering officer.

The General Register Office, writing in December 2013, advised us that:

- If a second Registering Officer is appointed they will make the assumption that the existing original Registering Officer will still continue to complete the marriage returns. An 'additional' Registering Officer should not make any returns unless you advise us otherwise.
- As the quarterly returns will be completed by the existing, original Registering Officer, they will continue to be sent to the Register Office in the district where this Officer resides.
- Any completed marriage registers will continue to be deposited at the Register Office in the district where the existing, original, Registering Officer is resident.
- Only one set of marriage registers will be supplied for use and the two (or more) Registering Officers will share them. It will not be possible for each Officer to have a set of marriage registration stock.

The new registering officer will receive a copy of this Handbook from the Recording Clerk's Office, and his or her email address will be added to a list to receive updates and further information.

Registering officer appointments tend not to follow same practice on restricting the number of triennia the registering officers may serve as for other Quaker roles, for the reason that weddings do not take place at regular intervals – it is not unknown for an area meeting to have no weddings for years and then two or three in the same year! However, registering officers should themselves be aware that it is good practice for roles to be shared across the Quaker community, and to be ready in good time to train up a future registering officer, before they themselves relinquish the role.

It is possible for two neighbouring area meetings to appoint the same person as registering officer, as long as both area meetings and the registering officer are content that the workload will not too onerous, and that the registering officer will be able to give full support to all couples, taking into account both time and geography – how far will he or she need to travel to meet with couples or to attend marriages? In these cases, the registering officer will have sets of marriage registers for each area meeting.

6.2 Appointment of assistant or deputy registering officer

Many area meetings also appoint a deputy or assistant registering officer, to aid the registering officer in his or her duties. However, in England and Wales, an assistant or deputy registering officer may not sign the marriage registers; only formally appointed registering officers may do so. In Scotland it is possible for area meetings to appoint deputy registering officers, whose names should be notified to the Registrar General for Scotland, after which they may act as registering officers.

If the registering officer is prevented from being present at a wedding, they or the area meeting clerk may appoint a suitable Friend to act on their behalf at the wedding itself. Care must be taken that the registers are duly completed and signed immediately following the marriage by the wedded couple and their witnesses. No person can sign the register in place of the registering officer. This needs to be done as soon afterward as possible when the registering officer has been satisfied that the proper proceedings were followed.

It is essential that the preliminaries are dealt with by the registering officer. If for any personal reason this is not feasible it may be possible to ask a registering officer of a neighbouring area meeting to manage the procedures in consultation with the area meeting clerk.

In the event of the sudden death or incapacity of a registering officer, the Recording Clerk must be consulted immediately. It may be necessary to hold a special area meeting to appoint a new registering officer. A deputy or assistant registering officer, who will have had some training, may be formally appointed in this eventuality, which is another advantage in appointing a deputy or assistant. A temporary appointment of the registering officer from a neighbouring area meeting may be possible.

6.3 Role of the registering officer

The registering officer's primary role is to ensure, on behalf of the Society, that proper procedures are followed. A couple wanting to marry 'in a Quaker meeting house' or 'as part of a Quaker Meeting for Worship' or for many other reasons depending on their experience of the Society of Friends will eventually be directed to the registering officer for the area in which they live or where their chosen meeting house is located.

The registering officer takes the couple through the whole of the "adequate preliminaries", including the legal requirements, and undertakes all aspects of the legal registration of the marriage. Only the formally appointed registering officer can sign the marriage registers.

The registering officer has an interesting role, as, apart from the privilege of co-ordinating the arrangements for the Quaker wedding and registering the marriage they will also be involved with outreach and pastoral care. This arises from:

- Yearly contact with the couple at a particularly tender stage in their relationship and a key role in their preparation for marriage, including any meeting for clearness
- helping to ensure that the wedding day runs as smoothly as possible (deriving from the registering officer's experience of such occasions) and
- a long lasting interest in the couple married under the care of the meeting.

Registering officers will frequently be consulted by elders or overseers or area meetings on matters to do with relationships and marriage and will themselves be involved with sensitive matters such as meetings for clearness when these are held (see section 12: meetings for clearness).

Reference to some of these matters is made in other sections. Most registering officers are not in a position to involve themselves with all of them, for all couples; rather, the registering officer may be the member of the meeting best placed to check that matters are brought before local elders or overseers at appropriate times.

6.3.1 Other tasks which may be required of the registering officer

Passports: If one of a couple is intending to change their name on marriage, they can apply for a passport in the new name before the marriage has taken place. In this

case, they are required (by the Passport Office) to provide the name of a Minister of Religion or Superintendent Registrar who will be conducting the marriage. For this purpose, the Quaker Registering Officer is a minister of religion, and can sign the relevant form, putting the words “Registering Officer for the Society of Friends (Quakers)” beneath their signature.

7. Returns and registers

7.1 Marriage extracts

These are the annual returns to Britain Yearly Meeting which give the details of marriages conducted according to the usage of the Society of Friends and which will form the statistics on marriages in the tabular statement. A form is sent to all registering officers in October, to be completed by the end of January of the following year, so that the information is available for Yearly Meeting. There is information on how to complete the forms sent out with the form each year.

In general, the annual return will include every marriage that has taken place during the calendar year using the information provided by the couple on Form A, or, in England and Wales, the information that you wrote in the register of marriages.

For England and Wales, all marriages registered in the legal register should be included

Civil Partnership conversions should be included where the conversion happened under Quaker auspices:

- The civil authorities in Scotland issued a marriage schedule and the conversion happened in an appointed Quaker Meeting for Worship.
- A Civil Registrar in England or Wales came to the Meeting House and undertook the administrative task before an appointed Quaker Meeting for Worship.
- A couple had their civil partnership converted into a marriage by the civil authorities in a registry office and then held an appointed Meeting for Worship.

Each of these options would have required a set of Quaker marriage forms to be completed and for the area meeting to have authorised the wedding to take place.

The form should be checked and signed by the area meeting clerk or someone else appointed, and the registering officer should check that the information agrees with the information contained in the tabular statement return for the area meeting.

7.2 Retention of Quaker paperwork

The associated paperwork for the marriages (such as the completed forms) should be kept for five full years. Registering officers will save themselves and their successors a great deal of time by putting all the paperwork in an envelope, sealing it, and labelling with the names of the couple, the date of marriage and the words "Destroy in 20XX". The following schedule may be of help.

- Marriages in 2011, destroy the paperwork in January 2017
- Marriages in 2012, destroy the paperwork in January 2018
- Marriages in 2013, destroy the paperwork in January 2019
- Marriages in 2014, destroy the paperwork in January 2020
- Marriages in 2015, destroy the paperwork in January 2021

Registering Officers may wish to make sure they keep all notes of their meetings with a couple with this paperwork, if there is any possibility of there being complications in relation to immigration. It has been known for an immigration agency to query the validity of a marriage after it has taken place, and any documents that a registering officer can give might be helpful to the couple.

The rest of this chapter only refers to England and Wales.

7.3 Correction of a mistake in an entry in the marriage register.

Ideally, a registering officer would never make a mistake in the marriage registers. However, it does happen.

Details of how to make corrections are given in the *Guide for Authorised Persons* (see section: 21 Contacts).

Before an entry is completed, if a correction needs to be made, the correction should be clearly made, numbered (all corrections in the marriage register books should have a unique number – the first one being 1, the second 2 etc), and in the right hand margin, the number of the correction should be entered with the initials of the registering officer.

If an error is discovered after the entry is complete and the register has been signed, the registering officer should contact his or her superintendent registrar for the procedure on making the correction.

7.4 Care of marriage registers

The legal marriage registers and blank marriage certificate books are the responsibility of the Registering Officer and he or she must ensure that they are kept safely. This should be in a fireproof safe. After the register books are full, one copy should be archived in the same place as the rest of the Area Meeting archives. This varies across the country and may be a local library or archive, or Friends House library. Registering officers should acquaint themselves with the Friend appointed by their area meeting to be the custodian of records, and find out from him or her where archived registers are kept, and what the arrangements are for access.

Any copies of the Quaker register entries made for same-sex marriages (issued by the Recording Clerk's Office), for same-sex marriages held between July 2009 and 28 March 2014 should be kept with this register book which will eventually be added to the Quaker archives.

The other register book is sent to the superintendent registrar when it is full.

The book of marriage certificate forms should also be kept safely alongside the marriage registers or in another secure place. It is very important that these are kept securely.

7.5 Certified copies of an entry in the register

Occasionally, those who have been married in the area meeting may require a

certified copy of an entry in the legal marriage register. In England and Wales, the registering officer currently appointed (at the time of the requested copy, not when the marriage took place) is empowered to make a copy of any entry in any register still in the custody of the area meeting, using the marriage certificate form.

The superintendent registrar may also issue certificates from completed registers deposited with them, and copies of any register entry that has been notified via the quarterly returns can also be requested online.

The certified copy should include the name of the registering officer who signed the original register, and the signature of the current registering officer if different.

It is therefore important that all registering officers know where their area meeting deposits its completed registers – it may be the local council archives or library, or for meetings in the Greater London Area, registers are deposited at Friends House.

The stub of the certificate will have a note of the place and date of the marriage, the names of the couple, the register and entry number, so that an audit trail can match the certificate to the entry, and the date the certificate was issued, but there is no relationship between the numbering of the entry and the numbering of the certificate(s) issued from it.

The statutory fee is currently £4.00³ for a certificate issued at the time of the marriage –traditionally the Society of Friends in Britain has always waived this fee.

The statutory fee for a certificate issued from an entry in a current register **after** the time of the marriage is £10.00⁴. It is up to the area meeting if it wishes to apply fees or waive them but registering officers should not charge more than these fees, unless charging for an extra service (e.g. postage or an ‘express’ service such as issuing a certificate on demand).

New certificate forms can be ordered using the slip towards the end of the book or direct from the General Register Office (see section 21 Contacts). Each registering officer can have several books in his/her custody, so long as they are kept secure and can be accounted for. Stubs should be kept for two years following the date of the last certificate used in a book, then destroyed as confidential waste.

Please note that books of certificate forms should be kept securely, also ideally in a fireproof safe.

In Scotland, application for additional certificates must be made by the couple or individual concerned to the district registrar where the marriage took place.

7.6 Quarterly returns: England and Wales

At the end of each quarter (March, June, September, December), the registering officer should make a return to his or her local Superintendent Registrar. If there have been no marriages in that quarter, a “nil return” should be completed and sent.

If there have been one or more marriages in that quarter, then a return must be made using the “Forms to be used by authorised persons for making returns to the Registrar General” (Form 183). These forms are available from the local superintendent registrar, and should be completed in register ink, copying the entry exactly – any

errors and corrections should be copied exactly as they appear. The registering officer should sign the completed form before sending it to his or her local superintendent registrar. The blue authority certificates issued to the couple before the marriage (and kept by the registering officer to this point) should be submitted with the completed return. The entry number of the entry in the register should be entered in the relevant box on the blue authority certificates.

Only enter marriages from the same quarter onto one quarterly copy form. If an entry from a previous quarter has been missed in the last return, please use a separate quarterly return sheet.

When all entries for that quarter are entered on the quarterly return form, the Registering Officer should complete the declaration at the bottom and sign it. The form of words for the declaration should be:

“I [name], registering Officer of the Society of Friends, commonly called Quakers, for the ~~Monthly~~ Area Meeting of [name of AM], in the [district the Registering Officer lives and therefore sends these returns], do hereby certify that the foregoing comprising [number of entries shown on the form] entry/entries numbered [the numbers of the entries in the register] is a true copy of the entry/entries so numbered, made in the Marriage Register Books of the said ~~Monthly~~ Area Meeting. . Witness my hand this [day of month] of the month commonly called [name of month], [year].

Some registration districts prompt the registering officers for their forms each quarter, but others do not, so the registering officers must remember to send their returns or nil return in themselves.

³ Current fee as at July 2015

⁴ Current fee as at July 2015

8. Legal framework

8.1 Summary of procedure: England and Wales

The law governing marriage in England and Wales has been laid down by a series of statutes. The first Marriage Act of 1753, which regulated the legal and civic recognition of marriage, stipulated that the one single way to be married was before a minister of the Church of England but exceptionally just Jews and Quakers, who had well developed codes of good practice already in place, were allowed to ‘do their own thing’. Thus, Quakers’ marriages were legally recognised at a time when marriages within other non-conformist traditions were not legally recognised.

This special exemption for Quakers has continued in subsequent Marriage Acts in England and Wales up to and including the Marriage Act 1949, section 47, which allows “marriage according to the usages of the Society of Friends, commonly called Quakers”. However in the meantime there has been dialogue between Friends and the wider society around us resulting in changes in the law and in the practices of our Society, one of which latter is that Britain Yearly Meeting has established procedures which must be followed exactly in a Quaker setting if the outcome is to be regarded as a full marriage: some procedures similar to those current in the wider society, and other procedures which are to be regarded as essential as standard usages in our own Society. And the role of a registering officer is to ensure that both procedures are actually followed in every detail.

The law governing marriage in England and Wales is set out in the Marriage Act 1949. There are numerous references to the Society in the Act setting out, in particular, the points where Quaker (as well as Jewish) weddings differ from all others. All marriages other than those according to the usage of the Church of England, the Society of Friends, and the Jews, require the presence of a registrar or of an “authorised person” certified by a superintendent registrar in relation to a specified “registered building”. The Society’s registering officers are not “authorised persons”, though very many of their responsibilities are similar. Nor do Quaker marriages have to take place in registered buildings.

In England and Wales, same-sex marriages have taken place since 29 March 2014. For those marriages, the procedures used are the same as those used for opposite-sex couples in England and Wales.

The marriage will normally take place, in England or Wales, in a meeting house of the society or other place at which public meetings for worship are regularly held, whether within or outside the district(s) of residence of the parties. However, marriages can take place in any building (in England and Wales, it has to be in a building) agreed by the area meeting which appoints the meeting for worship (see section 11: Time and place). When a venue other than a Quaker Meeting House is proposed, the registering officer should be able to assure Friends that a suggested location is appropriate for the right holding of a Quaker wedding.

Quaker marriages in England and Wales have *two* marriage certificates: the first to align Quaker practice with standard practice in the wider society, to meet the

expectations of the law, the second to maintain a unique, distinctive and solely Quaker tradition:

- Civil marriage certificate – this is the certificate recognised by the government, and also recognised by other institutions such as banks etc. It is completed by the registering officer of the area meeting which the marriage is taking place, and signed by the couple and two witnesses. It is similar in format to the marriage certificate of the Church of England or a civil wedding although of a specific design stating that the marriage took place “according to the usages of the Society of Friends”.
- Quaker marriage certificate – this is a large document which sets out the couple’s names, the procedure they have followed and the declarations made. It is signed by the couple themselves, and by *all* who were present for the declarations at the meeting for worship for solemnisation of their marriage. This is a requirement of Britain Yearly Meeting (and indeed of many Yearly Meetings) and is kept by the couple themselves; however, in the UK, it is not normally recognised as a valid proof of the marriage by any organisation outside of the Religious Society of Friends.

A superintendent registrar can support and advise to ensure that the former certificate is properly accomplished, but she/he has no part to play in accomplishing the latter.

The position of Quaker registering officer is rare, so a superintendent registrar might not be familiar with it. It approximates to the much more common ‘Authorised Person’ and superintendent registrars quite often confuse the two and communicate with them as one. If this happens, a registering officer needing advice on how to proceed can consult the Recording Clerk’s Office (see section 21 Contacts)

It is well for registering officers to establish friendly contact with their own superintendent registrar, i.e. the superintendent registrar for the district in which the registering officer lives, from whom the registering officer will receive and return quarterly return forms, and who s/he will wish to consult on civil matters.

Marriage registers and blank certified copy forms are obtained from the General Register Office (address in section 21: Contacts and resources). There is a card in the marriage register and in the blank certified copy forms for use when ordering replacements.

The registering officer acts on behalf of the civil authorities in some of the particulars concerning Quaker marriages but on behalf of the Religious Society of Friends in all of the particulars. The requirements of both must be satisfied. The registering officer is responsible to the area meeting as a whole (not solely the trustees), by which he or she is appointed, but the support of the area meeting should be expressed through contact with local elders and overseers or, through consultation with an *ad hoc* group of Friends specially appointed by the area meeting. A registering officer may find it helpful at times to consult with another registering officer or former registering officer, perhaps one who has had long experience. He or she can also access the experience of other registering officers through the email list set up by the Recording Clerk’s office. On matters of interpretation a registering officer should consult the Recording Clerk (see section 21: Contacts and resources).

Section 47 of the Marriage Act 1949 stipulates *inter alia* that marriages according to the usage of the Society of Friends are valid only if they are conducted “in pursuance of a general rule of the said Society in England” and in the event of any question as to the validity of a Quaker marriage it is for the Society’s Recording Clerk to indicate what is the “general rule” of the Society.

8.1.1 Civil Partnership conversions

Qf&p 6.16

Same-sex couples who are civil partners and wish to convert this to a marriage in a Quaker meeting for worship may do so, where this is permitted by law. The Recording Clerk’s Office must be consulted at the earliest point where this is requested. Processes have been developed for the conversion of a civil partnership into a marriage under the auspices of a Quaker Meeting, which permit some leeway. These can be obtained from the Recording Clerks office on request.

A conversion of a Civil Partnership into a marriage under Quaker auspices in England and Wales has been allowed for under section 12(1)(c) of the Marriage of Same Sex Couples (Conversion of Civil Partnership) Regulations 2014, provided that a Quaker marriage ceremony is held immediately following the conversion. This does not require a Meeting House to be registered for marriages.

Such a conversion would need to be followed by a Quaker marriage using section 46 of the Marriage Act 1949. We have hitherto not used this section, but this is the way that has been found to enable a conversion to take place on religious premises. Section 46 permits a religious ceremony to take place immediately after a civil marriage service (including the issuing of a marriage certificate), thus the Quaker-held Register of Marriages must not be used for these marriages.

One reason for needing to use a different part of the 1949 Act is that Marriage Registers have to be kept chronologically. A civil partnership will be converted into a marriage from the date of the civil partnership. We cannot just add those conversions into the Marriage Registers held by the Quaker Registering Officer as they may be out of order when the dates of marriages are looked at.

Such a conversion will be open to any couple in a civil partnership, where one or both of them are associated with or a member of the Society. It is not necessary for either to have been associated with Friends at the time of their civil partnership. This means that we cannot compile a list of couples who might wish to convert a civil partnership into a marriage at a Quaker meeting place.

Civil partnerships can only be converted into a marriage in England and Wales, if the original Civil Partnership was registered in England and Wales.

Finance. Traditionally, Friends have not charged couples fees for getting married. A fee will be payable for a civil registrar to attend a Meeting House. It may be appropriate for the Meeting to pay (or offer to reimburse the couple) the fee they are charged.

8.2 Summary of procedure: Scotland

In Scotland the basis of registration is different, being defined by the Marriage (Scotland) Act 1977. The district registrar enters all details in the register of marriages, transcribing them from the marriage schedule which has been signed by the parties, two witnesses and the “approved celebrant” immediately after the solemnisation of the marriage. The district registrar in this case is the registrar within whose district the marriage has been solemnised. The Society of Friends is not specifically named in the Act. Instead, its right to solemnise marriages comes under section 9 of the Act which states that a religious body may nominate to the Registrar General any of its members who it desires should be registered to solemnise marriages, as long as they are over 21 years of age. Furthermore, the marriage ceremony used by the religious body must be of an appropriate form, containing declarations by the parties with approved wording and before witnesses, and a declaration by the celebrant that the parties are husband and wife. The Registrar General for Scotland is notified by the Clerk of General Meeting for Scotland of the names and addresses of those appointed as registering officers in Scotland. Such appointments may not be for more than three years at a time. Re-appointments are possible; the Registrar General for Scotland must be notified of such re-appointments.

In Scotland the district registrar issues a marriage schedule which specifies the date and place at which the marriage is to be solemnised; if for any reason these have to be changed, the district registrar must be contacted in order to issue a new marriage schedule or to authorise a substitution. While the wedding must be held within the district registrar’s district, it is up to the appointing meeting (generally the area meeting) to specify the place. It is desirable to hold weddings in meeting houses or other places where meetings for worship are held regularly; however, such places are frequently too small or too distant from couples’ homes. Registering officers should be able to assure Friends that a suggested location is appropriate for the right holding of a Quaker wedding.

In Scotland, same-sex marriages have been possible since 31 December 2014, the Society of Friends is listed as able to hold same sex marriages in the Same Sex Marriage (Prescribed Bodies) (Scotland) Regulations 2014. For those marriages, the procedures to be used are the same as those used for opposite-sex couples in Scotland.

8.2.1 Civil Partnership conversions

Qf&p 6.16

Same-sex couples who are civil partners and wish to convert this to a marriage in a Quaker meeting for worship may do so, where this is permitted by law. The Recording Clerk’s Office must be consulted at the earliest point where this is requested.

Processes have been developed for the conversion of a civil partnership into a marriage under the auspices of a Quaker Meeting, which permit some leeway. These can be obtained from the Recording Clerks office on request.

A conversion of a Civil Partnership into a marriage is possible in Scotland within a Quaker marriage ceremony.

Such a conversion will be open to any couple in a civil partnership, where one or both of them are associated with or a member of the Society. It is not necessary for either to have been associated with Friends at the time of their civil partnership. This means that we cannot compile a list of couples who might wish to convert a civil partnership in a marriage in a Quaker meeting.

Civil partnerships can be converted into a marriage in Scotland, regardless of where the civil partnership took place, however, if the civil partnership took place outwith Scotland, then there may be legal questions around its status in other jurisdictions.

Finance. Traditionally, Friends have not charged couples fees for getting married. It may be appropriate for the Meeting to pay (or offer to reimburse the couple) the fees they are charged.

8.3 Isle of Man

The Recording Clerk and Isle of Man General Registry should be consulted in all cases.

Under Isle of Man law the requirements are as follows:

1. A meeting house may be registered for marriages.
2. The proprietor or trustees of a building which has been used for meeting for worship for twelve months previously may register that building for Quaker marriages. A fee may be payable.
3. The Registrar, Isle of Man, thought that the authority of the registering officer of the area meeting (as to whether the individuals concerned may appropriately be married according to Friends' usage) could be accepted, even though the registering officer is unlikely to be a citizen of the Isle of Man. Should a marriage be requested, then this will need to be checked.
4. The usual regulations apply, about informing the Registrar well in advance of the proposed wedding.

At time of writing (March 2016), civil partnerships are possible in the Isle of Man since 6 April 2011, and a law is being considered by the Tynwald to permit same sex marriages.

8.4 Channel Islands

For any intended marriage in the Channel Islands, the Recording Clerk's Office must be consulted at the earliest point in the process.

For a meeting for worship for the solemnisation of a marriage in Jersey Meeting House, an application for a certificate for marriage may be made in writing to the superintendent registrar but the certificate must be collected in person.

Civil partnerships for same-sex couples have been possible in Jersey since 2 April 2012, and there is consultation in relation to allowing same-sex marriage by 2017.

Although there is a meeting house on Guernsey, there are no provisions for meetings for worship for the solemnisation of a marriage to be held there. A civil ceremony is

required. Civil partnerships of same-sex couples may not currently take place in Guernsey, although civil partnership/marriages recorded elsewhere are valid for inheritance purposes. Same sex marriage may become possible in 2017.

8.5 Northern Ireland

Quaker Meetings in Northern Ireland are part of Ireland Yearly Meeting and so marriages that take place in Northern Ireland will follow that Yearly Meeting's processes

9 Quaker same sex marriages 2009–2014

This section is included to provide some history.

Civil partnerships became possible in 2005 throughout the United Kingdom for same sex couples. Ceremonies held to create a civil partnership, as the name suggests, were similar in format to civil marriages and could have no religious character.

When Civil Partnerships were introduced, places that were registered for civil marriages were not automatically registered for civil partnerships, a separate registration process was required. A religious venue could not be registered as a place where a civil partnership could take place.

Many Quaker couples had civil partnerships and some may also have had a Quaker ceremony of commitment, equivalent to a Quaker marriage, but not recorded as such in any way. Registering officers at that time were advised to be very careful in their involvement in any such meetings for worship so that it was clear that we did not officially regard such a meeting for worship as a marriage.

Yearly Meeting 2009 agreed to treat same-sex committed relationships in the same way as opposite-sex couples (16.08 part). This resulted in some complex Quaker regulations which had the effect of allowing a same sex couple to have a Quaker marriage provided that it was associated with a civil partnership. This gave various possibilities. A couple already in a civil partnership could go through the normal Quaker marriage process, completing the Quaker forms and having a Quaker meeting for worship and a Quaker marriage certificate, but the Registering Officer did not report the marriage to the civil authorities. The civil partnership could happen on the same day as the Quaker marriage. All of these should have been recorded as marriages by the area meeting and included in the annual returns to the Yearly Meeting.

In December 2011, prompted by the Equality Act 2010, a Statutory Instrument known as the Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011 came into effect in England and Wales. This enabled religious buildings to register as places where civil partnerships could take place. Some Quaker Meetings registered their Meeting Houses under these regulations. This gave an additional option in England and Wales where a same sex couple could have a Quaker wedding in a Quaker Meeting House and it could be followed immediately by a civil partnership ceremony in the same building.

However, such registration incurred a fee, which differed wildly from Local Authority to Local Authority: many meetings felt that the cost was too much.

In 2013 and 2014, laws were passed that enabled same sex marriages to take place. Same-sex marriages were possible in England and Wales from 29 March 2014 and in Scotland from 31 December 2014. Conversions from civil partnerships were possible in England and Wales from 10 December 2014 and in Scotland from 16 December 2014. When the ability to convert was introduced, only civil partnerships registered in Scotland could be converted into a marriage in Scotland and equally a civil partnership in England or Wales can only be converted into a marriage in England or

Wales. This had the effect of making it impossible to convert a civil partnership contracted in Northern Ireland into a marriage. Quaker same sex marriages take place under the same regulations as Quaker opposite sex marriages, so we can hold a marriage where we wish.

The original conversion proposals in England and Wales would have resulted in a purely administrative process. As a result of pressure from us and other interested groups, this was changed so that a civil partnership conversion could be undertaken in wherever a religious same sex marriage can take place, including in a Quaker Meeting House, with a local authority registrar coming and recording the change. (See section 8.1.1 for more details).

In Scotland it is now possible to convert a civil partnership into a marriage regardless of the place or the original civil partnership (or equivalent in other jurisdictions). (See section 8.2.1 for more details) It is not yet known how a conversion in Scotland of a civil partnership contracted in England or Wales will be regarded by the civil authorities in England and Wales.

10. The role of the superintendent registrar (England and Wales) and district registrar (Scotland)

10.1 England and Wales

Qf&p 16.33

Section 26 (1) (c) of the Marriage Act 1949 provides that “a marriage according to the usages of the Society of Friends (commonly called Quakers) may be solemnised on the authority of two certificates of a superintendent registrar”. Each such certificate is issued by the superintendent registrar of the district or districts in which the couple are living.

The superintendent registrar of the area(s) where the couple live may have had no previous experience of Quaker marriages at all, though s/he will have readily available a handbook which s/he can consult. S/He may raise questions when s/he finds that the place where the marriage is to be held is not in his/her list of registered buildings and it is as well for the applicants to know that places where Quaker marriages can be held do not have to be registered for this purpose.¹

Each person wishing to be married must give 28 clear days' notice in person to the superintendent registrar of the district in which they live. Each notice of the marriage is displayed for 28 clear days, after which a certificate (also called the authorities and usually printed on blue paper and therefore referred to as 'the blues') will be issued by the superintendent registrar, which states that the law has been duly complied with. These certificates are valid for 12 months from the date of giving notice. It is essential that the registering officer has two certificates in their possession in order for the meeting for worship for the marriage to take place. It is advisable to hold a meeting with the couple a short time before that date and for the registering officer ensure he

¹ The GRO Handbook for Registration Officers says :

Section: M4.2

There is no restriction as to place of marriage when it is solemnized according to the usages of the Jews or the Society of Friends. A marriage according to the usages of the Society of Friends will normally take place in a meeting house or other place at which their meetings for worship are regularly held.

and M4.40

Quakers' meeting houses (Society of Friends)

Where a marriage is to be solemnized according to the usages of the Society of Friends the marriage will normally take place in a meeting house of the Society in England or Wales, or other place at which their meetings for worship are regularly held, whether within or outside the district(s) of residence of the parties.

or she has the “blues” in his/her possession and to examine the Quaker Marriage Certificate to ensure the wording inscribed there is correct. See also section 20: Checklist of procedures for registering officers.

Couples should be reassured that the prescriptive wording on the back of some copies of the blues, which dictate how a marriage should be carried out, do not apply to Quaker marriages.

The registering officer should advise the applicants to confirm the information they are required to give to the Superintendent Registrar (this will be on the local authority’s website) . The couple will need to make an appointment and confirmation of the required documentation will also be given then. They should take their passports (if they have one) or birth certificates (if born before 1983; if either person was born in or after 1983, they will need both their own full birth certificate and their mother’s birth certificate) and, if previously married, either the death certificate of a deceased spouse or evidence of divorce. They will also need to produce proof of address. Original documents are required. Where either party comes from abroad they must take their passport or other official travel or identity document. A fee is payable for each notice given (currently £35.00). If the parties reside in different districts, separate notice must be given to the superintendent registrar of each district. If one of the couple lives in Scotland, there is provision for that person to give notice in Scotland while the other one gives notice in the district of England or Wales in which s/he lives. Non-members must each take Form D (See section 2.4 for more on the use of Form D).

The superintendent registrar will interview each member separately and ask personal questions about the other to ascertain their familiarity with each and so remove the possibility of a sham or forced marriage.

In view of the small number of marriages taking place under Quaker auspices each year, it is likely that many superintendent registrars may not understand the special status of Quaker marriages in relation to the law and especially that a Form D is not needed for members of the Society of Friends. It is advisable therefore, for registering officers to send a letter to the superintendent registrar(s) in advance of the couple’s meetings with them, or to have a phone conversation with them, to outline Quaker procedure. A template letter is given in Appendix A of this section.

We have made it clear to the General Register Office that we are pleased to marry same sex couples. Just in case a superintendent registrar needs reassurance of this, we have a letter on our website confirming this decision. It is one page long and can be printed out and taken when notice of a marriage is given. The text of the letter is included in Appendix B of this section.

The superintendent registrar’s certificates/authorities are the authority for the marriage to take place. They may be sent directly to the registering officer or the couple may be asked to collect them.

If more than twelve calendar months have elapsed between the day of giving notice and the date of the marriage, the marriage cannot take place. In such circumstances any authority which may have been issued is void.

It is essential that the registering officer has in their possession both superintendent registrar’s authorities in order for the meeting for worship for the marriage to take

place. The registering officer will need the authorities when completing the legal registers after the wedding and for his/ her annual returns (see section 7: Registers and returns).

10.2 Scotland

Qf&p 16.33

Registering officers should ensure that couples are clear about the procedures that they must follow with regard to the preliminaries to the registration of their marriage. They must make applications to the district registrar within whose district the wedding will be held, using marriage notices obtained from the registrar's office. The notices are accompanied by the fee, birth certificates and any evidence relating to a previous marriage, and these should be submitted more than three weeks, but not more than three months, before the intended wedding date. If there are any unusual circumstances, such as one of the parties being a citizen of a country other than the United Kingdom, the district registrar should be consulted well in advance of the submission of the marriage notices.

The district registrar will generally want to know the names and addresses of the two witnesses who are to sign the marriage schedule. If asked who the "approved celebrant" is to be, the answer is that the "registering officer of the Religious Society of Friends" will be present (this phrase is used both on the marriage schedule and in the entry in the register of marriages).

10.3 Wording on forms and civil certificates

The superintendent registrar's authority (in England and Wales), or schedule (in Scotland) will record the given names and surname of the party or parties in the form which they used and by which they were generally known when notice of marriage was given to the registrar. The names used should appear in the same form on the Society's Form A, the superintendent registrar's authority, the Quaker marriage certificate, and the civil marriage register. If the superintendent registrar has written under a surname some such words as "name changed by deed poll" or "formerly known as Smith", these words must also be used in the civil marriage register if still appropriate and if the parties agree to such description. However such words need not appear in the Quaker certificate which is read out to the meeting. In case of difficulty consult the superintendent registrar or district registrar.

In cases where one or both of the parties has moved address between collection of the authority/schedule and the date of the marriage, the legal register should be completed with the new address and the old one noted in the unofficial margin to the left of the register entry.

Appendix A

To the Superintendent Registrar

Dear

This letter is to confirm that <.....> is a member of the Religious Society of Friends.

When a non-member wishes to marry according to the usage of the Religious Society of Friends in England and Wales, then the Quaker registering officer has to provide a certificate that can be passed to the superintendent registrar when notice is given, as required by the Marriage Act 1949 s.47(2)(b).

No such certificate may be issued when a member of the Religious Society of Friends wishes to marry according to our usage.

If you have any query, then please contact me.

Yours, in Friendship,

Name

Registering Officer of <.....> Area Meeting.

Appendix B

To Superintendent Registrars

July 2015

Dear Friends

Quaker same sex weddings

This letter is to confirm that the Society of Friends (Quakers) consents to same-sex marriages and the conversion of civil partnerships to marriage (wherever legally possible) throughout Great Britain.

General permission is given for same sex marriages to be registered by all our Registering Officers in England and Wales.

We are pleased that the Religious Society of Friends (Quakers) is a prescribed body under the Same Sex Marriage (Prescribed Bodies) (Scotland) Regulations 2014.

This information can also be found at www.quaker.org.uk/ro on the Quaker website. In case of any query on this matter, please contact my colleague Michael Booth michaelsb@quaker.org.uk on 020 7663 1023 or myself.

In Friendship,

Paul Parker

Recording Clerk

11. Time and place of the meeting for worship

Qf&p 16.46

The meeting for worship for marriage must be fully public and well-attended by members of the Society and it is up to the area meeting to ensure that this will be the case before the meeting is appointed.

At time of writing (2015) marriages in England and Wales have to be conducted within a building, that is, a permanent structure with a roof and walls. Therefore a marquee in the garden of the meeting house cannot be used for the meeting for worship. This does not apply in Scotland where a marriage may be solemnised in any place.

For many years, Quaker practice was that meeting for worship for marriage in England and Wales could only take place in meeting house or other places where regular meetings for worship were held, and within the times prescribed by the Marriage Act 1949, that is, 08:00–18:00. However, the time restriction for marriages has been removed by parliament, and Friends have followed suit; Quaker marriages may take place in any building at any time.

However, if a marriage is to take place other than in a place where a regular meeting for worship is held and/or at a time that would not be described as ‘working hours’ the area meeting will need to be clear why this is to be the case, and to ensure that a sufficient number of Friends will be able to attend the marriage to ensure that it is rightly held and in the care of the meeting.

Quaker area meetings are not strict geographic boundaries. However, if a couple wish to get married in a building which could reasonably be considered to be in another registering officer’s ‘patch’ as it were, the registering officer who has been approached for the marriage should make contact with the other as a matter of courtesy.

Note that the building (whether a meeting house or other building) cannot be locked during the wedding – it must be a public meeting for worship.

It should be borne in mind that, by arrangement with local elders, it is in right ordering for a marriage to be solemnised during a regular meeting for worship, provided that it is so appointed by the authorising area meeting or local meeting and all the formalities (legal and Quaker) have been completed.

11.1 Marriage of housebound or hospitalised persons

Qf&p 16.36

There is precedent for a Quaker marriage being held in a hospital when one of the parties was seriously ill, was not expected to recover and could not be moved to the place where the marriage would normally have been solemnised. In addition the Marriage (Registrar General's Licence) Act 1970 provides for marriages to take place in similar circumstances (often known as deathbed marriages) but without the need for one clear day to elapse between the time notice is given to the superintendent registrar and the issue of his certificate and licence. A request for the issue of the Registrar General's licence should be referred immediately to the superintendent registrar. The Marriage Act 1983 makes provision for the marriage of house-bound and detained persons in England and Wales.

These exceptional arrangements require close consultation between the registering officer, the area meeting clerk, the Recording Clerk and the superintendent registrar. Therefore the Recording Clerk's Office should be consulted immediately if such a marriage needs to take place. (see Section 21: Contacts)

12. Meetings for clearness

Qf&p 16.37-39

Meetings for clearness have a long history within the practice of the Society of Friends worldwide. They are used by individuals seeking “clearness” on changes in their life, for example, a career change or when seeking membership of the Society. They have also been at various points in the Society of Friends’ history as a part of the marriage process. Originally they were used to ensure that the persons contemplating marriage were clear of any encumbrance. Now they are most commonly used to help couples seeking a Quaker marriage to test whether marriage within the practice and understanding of the Society of Friends is right for them.

Across 70 area meetings within BYM, there are between 40 and 50 marriages a year. With these figures it is likely that for many proposed marriages according to the manner of Friends neither the couple nor many of the Quakers involved with the arrangements will have experienced being present at such an occasion. A meeting for clearness can be a helpful way forward to discern the practical, the spiritual and emotional impact on those taking part, especially in relation to the wish for a Quaker wedding, rather than any other form of marriage ceremony. It is a helpful way to explore the testimonies to marriage, simplicity, equality and integrity and their bearing on the arrangements for the forthcoming event and for the couple themselves and implications for their future life together.

However, in Britain Yearly Meeting in 2015, there is no one model for how meetings for clearness for marriage are used; the practice is at the discretion of the area meeting and the registering officer.

Some area meetings make an obligatory meeting for clearness part of the marriage process, often calling them “meetings for marriage” rather than “clearness”. In these cases, the registering officer may appoint the people (usually elders or overseers) who attend the meeting for marriage, or the couple may choose the participants, however, these should usually include at least one elder. The focus of the meeting is the rightness of a **Quaker** marriage, rather than whether the couple should get married at all, although it is to be expected that many aspects of the couple’s relationship may come up in the course of the meeting. It should also include an explanation of a Quaker wedding especially if neither of the couple has been to a Quaker wedding.

The assumption in this case is that a meeting for clearness/marriage will take place as part of the normal practice of the area meeting has advantages. Having a formal process ensures that the experience of undertaking meetings for clearness in a sensitive way can be built up. If all couples undertake a meeting for clearness as part of the marriage process, then there is no danger of a couple feeling singled out if they are asked to undertake one because they have lesser connection to the Society of Friends, for example. The signing of Form(s) B/C can be part of the conclusion of the meeting for clearness/ marriage thereby ensuring that the registering officer knows the people who are signing the Form(s) and that all the appropriate issues have been raised.

The meeting will help the couple, the registering officer, and the local meeting to gain a sense of whether a Quaker wedding at this time is appropriate for the couple, however, a meeting for clearness/marriage should not feel to the couple like a “test” that they have to pass, either in relation to their knowledge of Quaker processes and values, or indeed their own relationship. It needs therefore to be handled with great sensitivity.

If the couple themselves ask for a meeting for clearness around their marriage, it is usual for them to choose the people who take part, which may or may not include the registering officer.

Some registering officers make the sort of enquiries and consideration that might be part of a meeting for clearness/marriage an integral part of the first or second meeting with the couple, a meeting usually conducted with their assistant or deputy or with an elder of the area meeting, and which may itself have the depth of a meeting for clearness. The registering officer may offer a meeting for clearness/marriage as well but it will be at the couple’s behest, not the area meeting’s, and can take place at any stage during the preparations for the marriage. If registering officers and their area meetings are content that this practice is working for them, and that proper process is being followed, then there is no obligation to move to the assumption of a meeting for clearness.

Meetings for clearness, if not an assumed part of the process, may be undertaken whether one or other of the parties have been married before or where neither couple has a close connection to the Society of Friends (see section 13: Cases requiring special care). The decision on whether this is needed will be the registering officer’s.

Any meeting for clearness will normally take place after the couple have received Forms A (and B/C if non-members).

12.1 Suggested stages leading to a meeting for clearness

During the first meeting between the couple and the registering officer it will be helpful to establish the extent of the Quaker connections for both partners and their reason for making this request. A brief outline of their plans to date is also helpful at this stage. It is also important for the registering officer to clarify whether both are free to marry and ascertain the necessary details surrounding any previous marriage (see section 2: The application process for more on this first meeting).

The registering officer explains to the couple that the local meeting where the wedding will take place will be involved in the holding of the meeting for worship appointed for that purpose. Furthermore the marriage and the commitment being made is considered to be ‘in the care of the meeting’ so Friends share in the preparations for the event. This is likely to be a rare or even new experience for most and each marriage is special for the couple and unique to them. The registering officer sets out the clearness practice of the area meeting and invites the couple to consider names for the meeting for clearness, as well as bringing the names of possible elders and overseers who might take part.

12.1.1 How many? Where? How long?

Usually between two and four other Quakers, including elders and overseers, mainly from the local meeting where the marriage will take place, are invited, plus the registering officer, who may facilitate the meeting or invite another Friend to do so. It is important that the venue is a place where everyone can feel comfortable and relaxed so any place that meets these criteria: maybe in a home or a meeting house. It will last for around one and a half hours and no more than two hours.

12.1.2 Preparation for everyone

It will be helpful if everyone attending has read chapter 16 of *Quaker faith & practice* and looked at the Quaker leaflet 'A Quaker Wedding'. The couple will consider carefully why a Quaker wedding is important for them. There is also general information available about meeting for clearness in general available from the www.quaker.org.uk website, and some meetings have produced their own leaflets for the couple and participants

(see Appendix B).

Qf&p 12.22–12.25 gives more helpful information about the holding of meetings for clearness in general. Registering officers who are inexperienced in holding such meetings are encouraged to consult with other registering officers.

The couple should be closely involved at all stages and should be encouraged to consider beforehand questions they wish to ask, and what they might want/expect from the meeting.

12.1.3 The meeting

The registering officer will welcome everyone and introductions can be made around the group, followed by about ten minutes of opening silent worship. The facilitator reminds everyone of the confidential nature of the meeting and introduces the purpose of the meeting: to explore the wish of the couple for a Quaker wedding and to consider how this may be taken forward by everyone present. Attentive listening and time for reflection are the significant ingredients for a meeting for clearness. As the meeting progresses it may be helpful if the facilitator gives feedback in the form of: 'It seems to me that.....' '.....is this how you understand it?'

12.1.4 Topics to be considered

It will be helpful if the registering officer outlines the form the meeting for worship appointed for the marriage will take, for the benefit of all present. Yearly Meetings in North America have long made use of meetings for clearness for couples planning to marry and many have useful advice in their Faith and Practice for topics that might be considered.

Each partner may be asked why they are requesting to marry in this way and how they reached this decision, and their understanding of the significance of the marriage declaration. If there has been a previous marriage which ended in divorce or a previous long standing relationship it will be helpful to explore the history surrounding

this and any emotional and practical considerations there may be, and especially if children are involved. The couple's relationship with the local meeting will need to be explored and how this will be deepened. Wherever possible the couple should attend meeting for worship as often as they are able prior to the marriage and afterwards too if practicable. The couple may wish to explore where they will turn for support in times of difficulty. Knowledge of Quaker practices and values will be an important topic for consideration.

Towards the end the facilitator will sum up their sense of where the meeting has reached. Occasionally it may be beneficial to hold a further meeting.

A helpful conclusion to the meeting could be a reading of the following:

Our life is love, and peace, and tenderness; and bearing one with another, and forgiving one another; and not laying accusations one against the other; but praying one for another, and helping one another up with a tender hand. Isaac Penington 1667 (Qf&p 10.01).

13. Cases requiring special care

(especially remarriage of divorced or widowed persons and applicants with lesser connections to the Society of Friends)

Qf&p 16.13 and 16.40

13.1 Remarriage of widowed or divorced persons

The request to marry from those who have been divorced should be treated sympathetically, but with great care both for the couple and for the meeting in which they wish to be married. It is not recommended that a standing committee for consideration of such applications be created – standing committees when rarely used tend to lack cohesion. A better practice would be for the registering officer to consult a few Friends in good standing (drawn from the area meeting elders and overseers) and when reporting to area meeting, indicate which Friends have been consulted.

A meeting for clearness may also be used (see section 12: Meetings for clearness). The registering officer needs to be clear that applicants who have been married before are 'clear' of previous relationships, whether through a meeting for clearness with the couple in either of their own meetings or a meeting arranged through elders and overseers, and that issues such as the welfare of any surviving children of previous relationships have been discussed between the couple.

The registering officer will need to have sight of the divorce papers early in the process, ideally soon after the first meeting with the couple. A registering officer should not sign Form F before a decree nisi is made absolute. However, if an area meeting (or local meeting if the power to appointing meetings for worship for marriage has been delegated) is held shortly before a decree absolute is expected and will not meet again before the date of the proposed marriage, the meeting for worship can be appointed by the clerk (see *Qf&p 16.44*), but there is no reason why the area meeting should not minute the names of the Friends expected to attend should the marriage be appointed.

Similar care is need when one or both of the parties has been widowed. The registering officer will need to be clear that a widow or widower planning to marry again is emotionally clear to do so, and that the impact of the marriage on any children of the previous marriage has been considered. Registering officers should ensure that they have sight of any death certificate at an early stage.

See also Qf&p 22.73–22.79 for extracts on the ending of relationships

13.2 Applicants with lesser connections to the Society of Friends

With the increasing availability of information about wedding venues it is possible for an enquiry to reach a registering officer from a couple unfamiliar with the Quaker way. Quaker marriages are intended for members of the Society of Friends or regular attenders or those who may be considered to be 'in unity with its religious nature and witness' (*Qf&p 16.17*). Sometimes an enquiry may come from a partner who grew up

in the Society or went to a Quaker school or has other associations with Quakers, or from a same sex couple who wish to have a religious marriage. The registering officer has a variety of strategies to follow before any decision is made about moving forward with the request.

Quaker faith & practice 16.12 is an important paragraph in this connection. *Friends speak of marriage 'in the care of' the meeting. First the meeting where the marriage is celebrated must care for the preparations for marriage..... secondly 'every meeting has a pastoral responsibility for the care of all marriages within it.....'*

In explaining about the responsibilities laid upon Friends, the registering officer can suggest that in order to make this request the couple themselves should consider their own commitment to the procedures and the Society of Friends. First and foremost this could be to attend meeting for worship in order to be reminded of or become familiar with the spiritual and corporate nature of worship and to become known to those Friends who may also be attending the marriage to create a Quaker presence. At a later date when the couple have had time to read about Quaker worship and arrangements for marriage and have attended meeting for worship regularly then the registering officer may consider offering a further meeting and the first stage of Quaker procedure.

Bear in mind that this marriage may be the start of a relationship between the Society of Friends and one or both of the couple, and care and tenderness should be exercised accordingly.

13.3 Forced or sham marriages, or those where there is concern about mental capacity

In very rare cases, a Registering Officer may have a concern about the mental capacity of one or both of the couple to enter into a marriage or that the marriage itself is forced or a sham marriage. He or she should seek the support of Elders in the meeting as soon as s/he has this concern, and contact the Recording Clerk's Office. The *Guide for Authorised Persons*, referred to in 5.2.1 gives guidance on how to proceed in such cases. (www.gov.uk/government/publications/a-guide-for-authorised-persons)

14. Marriages when one or both parties are resident outside Great Britain

Great care needs to be exercised in cases where it is not possible for the registering officer to interview either party before the wedding. In some cases it may be possible to consult with the clerk of the appropriate yearly meeting to ask for the names of suitable Friends to interview the applicant(s) or conduct a meeting for clearness. The Recording Clerk's Office should be contacted for advice at an early stage when such a marriage is planned.

Do note that Northern Ireland, the Isle of Man and the Channel Islands are not part of Great Britain. If anyone getting married is normally resident in any of these places, then they should seek advice about the civil steps they need to follow.

15. Two religious ceremonies

It is not possible for a couple to have two legal marriages on the same day.

In Scotland, only the first ceremony constitutes the legal marriage. The district registrar issues the marriage schedule for this ceremony which is the only one that can be recognised as legally valid and is thus the one that is registered. If, in Scotland, a Quaker meeting for worship is held following another religious ceremony, the registering officer is advised to take care that no-one gains the impression that this constitutes a legal marriage. (see section 16: Meetings for commitment and other ceremonies).

In England and Wales, it used to be possible to have two legal marriages on the same day, for example a church and a Quaker meeting. However, this is no longer the case, the law has been changed. A couple will have to choose which marriage they wish to be the one reported to the state and which will be a blessing ceremony or a normal meeting for worship.

If the couple decide that the Quaker one is not the formal wedding, then you will need to be careful not to permit the Quaker marriage certificate to be used and any certificate signed by all present must be careful not to suggest that the wedding itself has been authorised by the proper officers of the Society of Friends. (See section 16: Meetings for commitment and other ceremonies).

It is possible for a church (or other religious body) and Quaker ceremony to be combined, with the agreement and sensitive negotiation with the registering officer, ministers and elders of each community, but it will need to be clear about which body is registering the marriage for legal and reporting purposes. Advice should be sought from the Recording Clerk's Office in such an instance.

16. Meetings for commitment and other ceremonies

See Qf&p 16.66 and 16.67

A registering officer may be approached by couples wanting some form of commitment ceremony within a meeting for worship which does not have any element of the legal process within it. Same-sex marriages between July 2009 and 28 March 2014 (in England and Wales) and July 2009 and 30 December 2014 (Scotland) came into this category but now all marriages under Quaker auspices have both the legal and Quaker elements within them.

However, it may be the case where a couple have already married in a civil or religious (not Quaker) ceremony that they wish to celebrate within a meeting for worship as well. In other cases, the couple may have some reason not to get legally married but may still wish to have a celebration of their commitment.

Such meetings are properly under the care of local elders but it could be beneficial if the registering officer is aware of any such occasions as his or her input may be sought by elders.

In any conversations there may be with elders, the registering officer will wish to stress that on the occasion of a meeting for worship of this nature it should be absolutely clear that it is not a marriage according to Quaker usage. That said, it is clearly desirable that all that can be done should be done to ensure that the wishes of the couple are met and that they feel the support of the gathered group.

If the parties wish to make a declaration, it is desirable that it should be in terms which are confirmatory (e.g. "Friends, in the presence of this meeting I wish to confirm that I have taken my friend ..."). If the precise words of the declaration in the form used in a marriage according to our usage are seen to be very precious to the couple, the situation may be met by a statement at the outset that the meeting for worship is in confirmation of an earlier civil marriage, or marriage according to other usage.

For example "Friends, at our civil partnership/marriage earlier on [date], I took this my partner/spouse/husband/wife AB, promising, through divine assistance, to be unto her/him, a loving and faithful partner/spouse/husband/wife, so long as we both on earth shall live."

(With the variations in section 4: The declaration). The Quaker certificate could then read

AB of [address] or [parentage], and CD of [address] or [parentage], following their marriage/civil partnership at [place] on [date] were present at a meeting for worship appointed by [name of local meeting] meeting of the Religious Society of Friends held at [place] on [date]

In the course of the meeting, taking each other by the hand, AB said:

CD said:

Followed by the rest of the certificate wording as set out in *Qf&p* 16.58-59.

London Yearly Meeting 1944 stated clearly that the Quaker certificate of marriage is to be used only in the case of marriages according to our usage since (among other reasons) the certificate states that “the proceedings were allowed by the proper officers of ... Area Meeting”.

If some written record is desired it can be drawn up in a confirmatory way, saying that following the legal marriage a meeting for worship was held at such and such a place on such a day and that AB and CD made declarations confirming the marriage to one another, and that those present have signed the document as a token of their support. Advice on wording is available from the Recording Clerk’s Office.

If any potential difficulties over proposed meetings for worship should prove unresolvable between the elders and the parties, the registering officer should advise that the matter be laid before the area meeting.

Any minutes agreed by the local or area meeting recording such a ceremony should be clear either in wording or in the omission of certain words, that the ceremony was not a marriage allowed by the proper officers. These ceremonies should not be entered on the annual extract of marriage returns to Friends House, neither should they be recorded on the tabular statement.

17. Responsibilities of the area meeting

17.1 Appointment of the meeting for worship

Qf&p 16.21, 16.41-16.45

Meetings for worship for marriage are appointed by the area meeting, unless an area meeting has specifically delegated this responsibility to one or more of its local meetings. This will only be done where the area meeting can be assured that the local meeting has sufficient understanding of the process, can ensure that enough Friends will be available to attend any marriage, and overall, is capable of discharging the responsibility. This delegation should be reviewed every few years. In any case where a local meeting has this responsibility but where there is any issue in relation to a specific marriage, the area meeting should take over the responsibility for the appointment of the marriage.

The registering officer should be informed by the area meeting clerk if any of the constituent local meetings may appoint a meeting for worship for marriage.

The appointing meeting (whether area or local meeting) should make sure that a sufficient number of Friends are able to attend any meeting for worship for marriage.

Registering officers should be aware of their area meeting's process for making between meetings decision, especially since many area meetings no longer meet monthly, and in exceptional cases, decisions on appointing meeting for worship for marriage may be needed. Knowledge of the schedule for area meetings will help in the planning process.

17.2 Appointing the registering officer and deputy

Qf&p 16.22

Registering officers should be appointed by each area meeting be responsible for Quaker marriages within their area meeting. The AM Clerk has the responsibility to notify the Recording Clerk's Office who in turn notifies the authorities as detailed in section 6.1 (above).

Many area meetings also appoint a deputy or assistant registering officer, to aid the registering officer in his or her duties. However, in England and Wales, an assistant or deputy registering officer may not sign the marriage registers; only formally appointed registering officers may do so. In Scotland it is possible for area meetings to appoint deputy registering officers, whose names should be notified to the Registrar General for Scotland, after which they may act as registering officers.

In the event of the sudden death or incapacity of a registering officer the Recording Clerk must be consulted immediately. It may be necessary to hold a special area meeting to appoint a new registering officer. The deputy or assistant registering officer, who will have had some training, may be formally appointed as registering officer in this eventuality, which is another advantage in appointing a deputy or assistant. A temporary appointment of the registering officer from a neighbouring area meeting may be possible.

See section 6: Role and appointment of the registering officer for more on this.

17.3 Recording the appointment and accomplishment of marriages in the minutes of the meeting

Qf&p 16.63

It is normally the area meeting which appoints the meeting for worship for marriage (unless this has been formally delegated to a local meeting), and the request for the appointment of the meeting for worship is sent by the registering officer on Form F soon as possible after Forms A (and B/C if required) have been completed.

It is incumbent on the area meeting to make sure that a sufficient number of Friends from the area meeting intend to be present at the meeting for worship for marriage.

Once the meeting for worship has been appointed by minute of the area meeting, the clerk will return to the registering officer Part II of Form F giving confirmation and the registering officer sends Part III to the couple advising them of the decision.

After the wedding, Form H reports to area meetings both that the marriage has been solemnised and that it has been legally registered. The registering officer sends copies of Form H to the area meeting within which the Meeting for worship for marriage took place, and to the area meetings where one or both of the couple are in membership, if that is different from where the marriage took place. (This could require reporting the marriage to three different area meetings).

The area meetings that receive Form H should minute the accomplishment of the marriage in the minutes of the area meeting, giving the names of couple, their membership status, and the date and place of the marriage.

If someone getting married is in membership, but is moving house around the time of marriage, it will appropriate for the registering officer to raise with them at some point in advance of the marriage the question of transferring their membership to a more appropriate meeting after the marriage has taken place..

17.4 Reporting the marriage

Qf&p 16.61

The registering officer is responsible for sending the marriage extracts to the Recording Clerk's Office, however in completing the information for the tabular statement, the clerk to area meeting (or membership clerk if appropriate) should liaise with the registering officer to ensure that the information about marriages that have taken place within the area meeting over the year is consistent across the tabular statement and the marriage extracts.

18. Responsibilities of local meetings

Qf&p 16.47 and 16.49

Although the meeting for worship for marriage is formally appointed by the area meeting, the local meeting is the body under whose care the marriage takes place. It is therefore essential that elders/overseers are involved in the preparation from an early stage, and that the meeting as whole is notified formally as soon as possible. This will normally be when Form E (public notice of intention) is read out after meeting for worship.

In some meetings, the intended marriage goes to the local business meeting as an item on its agenda, so that the meeting can collectively make sure that functions such as doorkeeping are covered, and that a good number of Friends, sufficient to ensure the right holding of the meeting for worship, intend to be present. Although no formal minute needs to be sent to the area meeting from this item, it is helpful to area meeting to know that the local meeting is at one with the proposed marriage and that plans are being made, and how many Friends intend to be there.

The registering officer could in this case write to the clerk asking for the item on the local business meeting agenda, giving the salient details (names, date etc), and reminding him or her that the area meeting appoints the meeting for worship for marriage, but the marriage takes place under the care of the local meeting who also need to handle some practicalities (and spell out what those practicalities are).

A possible minute from the local meeting might read:

The registering officer informs us that s/he will be asking area meeting to appoint a meeting for worship for marriage for the solemnisation of the marriage of (name) (membership status) and (name) (membership status) to be held in this meeting house (or address of other place where the marriage is to be held) on (date) at (time).

We endorse this request. If the meeting for worship is so appointed:

- We note that at least (number) Friends intend to be present
- That elders have appointed two of their number to close the meeting
- We ask (name) to act as doorkeeper

[and any other matters that seem to be relevant]

A copy of this minute is to be sent to area meeting.

If a registering officer adopts this procedure, the dates of local business meetings also need to be factored into the timetable. A gap in local business meeting dates should not hold up the request for the appointment of the meeting for worship for marriage by the area meeting, as the local meeting can consider the practicalities after the meeting for worship has been appointed.

It is not, however, essential for the intended marriage to come to a formal local meeting for business; the practicalities and arrangements may be carried out by elders directly.

19. Civil partnerships

Between July 2009 and 28 March 2014 in England and Wales, and July 2009 and 30 December 2014 in Scotland, same-sex marriages took place within Quaker meetings, as long as a civil partnership had also taken place either before the meeting for worship in a register office, or within the meeting for worship of marriage, where the Quaker meeting house had been registered with the local authority for the holding of civil partnerships.

Since the above dates, all couples are able to marry following the same processes, and with the marriage being recorded in the same way. Therefore, Britain Yearly Meeting has decided that civil partnerships should no longer take place within Quaker meeting houses, and that any registration will simply be allowed to lapse, rather than being renewed when it expires.

19.1 Conversion of civil partnership to marriages

Qf&p 16.16

Same-sex couples who are civil partners and wish to convert this to a marriage in a Quaker meeting for worship may do so, where this is permitted by law. The Recording Clerk's Office must be consulted at the earliest point where this is requested. Processes have been developed for the conversion of a civil partnership into a marriage under the auspices of a Quaker Meeting, which permit some leeway. These can be obtained from the Recording Clerks office on request. See sections 8.1.1 and 8.2.1 for more details.

In 2013 and 2014, laws were passed that enabled same sex marriages to take place. Same sex marriages were possible in England and Wales from 29 March 2014 and in Scotland from 31 December 2014. Conversions from Civil Partnerships were possible in England and Wales from 10 December 2014 and in Scotland from 16 December 2014.

When the ability to convert was introduced, only civil partnerships registered in Scotland could be converted into a marriage in Scotland and equally a civil partnership in England or Wales can only be converted into a marriage in England or Wales. This is still the case in England and Wales.

In Scotland it is now possible to convert a civil partnership into a marriage regardless of the place or the original civil partnership (or equivalent in other jurisdictions). It is not yet known how a conversion in Scotland of a civil partnership contracted in England or Wales will be regarded by the civil authorities in England and Wales.

20. Checklists

20.1 Checklist 1: Matters to be discussed with the couple

- Make sure they have made contact with elders of the meeting where the wedding is to take place, and have checked the meeting house is available at the date and time desired.
- Information about a Quaker wedding: couples often send out the leaflets 'A Quaker Wedding' and 'Your first time in a Quaker Meeting' with their invitations or have the information from these leaflets on their wedding websites.
- Numbers: The couple should be asked at an early stage of the number expected so that local Friends are aware of the size of the wedding to be supported spiritually and practically. On seating arrangements, it should be decided where they wish to sit, where elders and the registering officer will sit (both these need to be in good view of the meeting as a whole), and whether reserved seats are needed for immediate family/ friends/witnesses. The couple should also be asked if they are expecting children or babies at the wedding and if children are expected, they are reminded that they will need to make arrangements.
- Seating: How the meeting house is to be arranged, including the reserving of any seats, and who will do this, and when.
- Entrance: Do the couple want to come into the meeting room with their guests, or wait till there is a gathered silence to come into? Elders need to be briefed accordingly.
- Dress: It is appropriate to ask about their intentions and to remind them gently of the Quaker testimony to simplicity, if necessary.
- Flowers: If either or both parties are to carry flowers, they should be placed on the central table during the meeting for worship.
- Signing the Quaker certificate: It is helpful for the couple to assign someone as the "keeper of the certificate" to oversee the signing of the Quaker certificate and encourage all those present to do so at the conclusion of the Meeting for Worship. The couple should supply lightfast pens for signing, but registering officers may find it helpful to have a couple of these with them. It should also be clear who will take the certificate away at the end of the wedding.
- Presents: It is also helpful for a guest to be designated to take care of any presents brought to the meeting house.
- Signing the legal certificate: The registering officer will go to the room assigned

to write out the legal register and certificate at the conclusion of the meeting, and a person (possibly the registering officer's spouse or an elder) should be assigned to round up the couple and their two witnesses once the registering officer is ready for them. The couple need to be aware that this will happen and not stray too far from each other or their witnesses until this has taken place.

20.2 Checklist 2: Matters to be considered with local Friends concerning the meeting for worship

- Elders: Once elders have been appointed for the meeting of worship for marriage, it is helpful for the registering officer to have a conversation about the arrangements with them. (A meeting for this purpose with the couple present may also be helpful.)
- Doorkeeping: It is common that the majority of people attending a wedding have never been into a Friends' meeting house and have never attended a meeting for worship. They may be approaching the wedding with some apprehension. It is, therefore, important that the local meeting arranges for a doorkeeper to be present well before the first guest is expected to arrive. This Friend should be good at welcoming people and putting them at their ease. There should be enough local Friends on hand to direct visitors to cloakrooms, toilets and the meeting room. Generally there will also need to be some arrangements in place for welcoming latecomers.
- Car parking: Local car parking arrangements should be clarified beforehand and notified to guests with the invitations to the wedding.
- Presents: Guests may bring bulky presents to the meeting for worship. There should be secure arrangements for taking care of them and for conveying them to the couple after the wedding.
- Stewards: Guests are likely to be uncertain where they should sit in the meeting room and it may be helpful to have more than one person at the door to help with distributing them throughout the room.
- Seating: Seats need to be reserved for the couple, for their official witnesses and for the registering officer. In addition seats may be reserved for certain relatives and friends. Reserved seats need to be indicated in some way, or stewards should be briefed to ensure that they remain vacant. The elders who are to close the meeting should sit together where they can be seen by the registering officer.
- Flowers: Local Friends may be glad to help with providing flowers in the meeting house. Any flowers on the central table should not be too dominant, and Friends will need to know if flowers that either or both party is carrying are to be placed there during the meeting for worship. If there are to be flowers in water on the central table, bear in mind they should be kept well away from the certificate.

- Music: Any wishes of the couple with regard to music should be discussed with local elders. It can help the gathering of the meeting without talking if there is some appropriate music while guests are entering the meeting room, as long as someone who is familiar with Friends' practices is looking after any equipment. Similarly there may be occasions on which it is appropriate to have some music during the signing of the certificate by guests following the conclusion of the meeting for worship. The programmed use of music during the meeting for worship itself should only occur with the agreement of elders.
- Introduction to the meeting: It is common for guests to be welcomed and for the meeting to be introduced as soon as the couple has entered. It is helpful for local elders to know who is going to do this; it is usually the registering officer. Sample introductions are given in Appendix C.
- Children: If possible, children should be encouraged to remain in the meeting and parents may need reassurance about the appropriateness of this. If parents wish to take their children out, they should be asked not to do this until after the declarations. If the couple are expecting many children to attend, the local meeting may wish to provide a crèche facility, or the couple may make their own provision – using the children's room of the meeting house if there is one.
- Length of the meeting for worship: Although the closing of the meeting is a matter for elders, registering officers may be asked for guidance. Bearing in mind that many present may not have attended a silent meeting previously, most weddings last rather less than an hour, about 45 minutes being usual.
- Photographs and recording: Photographs and video recording during the meeting for worship should normally not take place, and it is desirable for reference to be made to this during the introduction to the meeting. However, there may be occasions when the declarations and the reading of the certificate have been recorded (or a live feed webcam and Skype used) for the benefit of absent relatives, following careful arrangements made with local Friends and with the permission of the registering officer. Any recording or filming must be unobtrusive and not disturb the meeting for worship. It may be appropriate to announce a time for taking photographs of the couple at the close of the meeting. If a professional photographer is invited it is essential that s/he should be fully briefed by the registering officer about what is permissible. It may be possible, at the registering officer's discretion, to invite one person to photograph the signing of the legal marriage registers. But note that clear advice is given by the GRO that no details of any other marriage should be visible in a photo.
- Announcements: At the close of the meeting it is common for an elder to make any necessary announcements, for example about the signing of the certificate and about the serving of refreshments.

- Signing the Quaker certificate: Permanent and lightfast black fountain or roller-type pens should be provided by the couple. Guests should be discouraged from signing using their own pens as these will not contain lightfast ink – this might be a task for one of the stewards or for a friend of the couple. Neat signing by a large number of witnesses is assisted by ruling faint pencil lines to extend those provided to the edges of the scroll, and by dividing the space into columns.
- Signing the legal registers: It is necessary to arrange a quiet place (and a stable table) where the registering officer can complete the marriage registers, and they can be signed by the couple and by the official witnesses.
- Refreshments: The couple's requirements need to be discussed with local Friends to ensure that they are practical for the number of participants expected and that they are consistent with local Friends' feelings (for example, about the consumption of alcohol).
- Confetti: Any use of confetti should be discouraged.
- It is important to ensure that arrangements are in place for clearing up after the wedding.

20.3 Checklist 3: For the couple

- Check that the meeting house is available on the date and time desired
- Arrange for sponsoring Friends for the non-member(s)
- Complete form A, plus B and C as necessary; return form to the registering officer
- Arrange meeting for clearness (if required or desired) with registering officer and local Friends
- Obtain from the Quaker Centre bookshop in Friends House or download leaflets to go with invitations
- Consult with elders of local meeting re: doorkeeping, car parking, seating arrangements and other details
- Flowers – not too high or spreading on central table
- A quiet place with a stable table for the registering officer to write up the legal registers
- Obtain certificates from the superintendent registrar (England and Wales) or schedule from the district registrar (Scotland). These must be with registering officer at least 24 hours before the wedding

- Agree and arrange order of entry into meeting/welcome at door
- Introduction to wedding – who will do this? Are there specific things it needs to contain such as arrangements for children?
- Wording of declarations – which alternatives may be used (the Quaker certificate must match the declarations used)
- Quaker certificate commissioned or written out, and checked, and pens provided (with lightfast or record ink)
- Prompt cards for declarations if needed
- Signal between the parties for making declarations agreed
- Names of witnesses supplied to registering officer in writing
- Elders to close the meeting

20.4 Checklist 4: For the wedding day for registering officers

The following is a list of items that might be taken on the day of the marriage, followed by a list of points to check at the meeting house:

- The two official marriage register books (or the marriage schedule for weddings in Scotland)
- The book for certified copies of marriage register entries (not in Scotland)
- Keys to safe to retrieve the above
- An envelope for the official certificate (or for the marriage schedule)
- Forms A, B/C, E, F and G
- The authorities/blues from the Superintendent Registrar (the schedule for Scotland)
- Cards with the wording of the declarations which the couple will use
- A board on which the Quaker certificate is to be mounted and drafting tape or appropriate clips for the purpose; (unless this is to be provided by the couple)
- The Quaker certificate (if in the registering officer's possession); and, in any case, a spare copy
- A cardboard roll for the Quaker certificate (unless this is to be provided by the couple)

- A pen or pens filled with record ink (to be used for all entries and signatures in the official register)
- Permanent black pens for use by those signing the Quaker certificate
- A pencil and pencil eraser
- A copy of *Quaker faith & practice* and the current version of Chapter 16.

The registering officer will want to check through the following points on arriving at the meeting house:

- check the positions of reserved seating;
- place the cards with the declarations on the table where the couple will see them (it is customary for the man to be on the right and the woman on the left, but this may be altered if the couple wish)
- mount the Quaker certificate on the board (unless the couple are doing this)
- brief the doorkeeper and stewards about their duties, especially about watching over the signing of the Quaker certificate
- brief whoever is to take charge of the certificate when all have signed it, and whoever is to take charge of any presents
- identify those who will witness the Quaker certificate during the Meeting for Worship and tell them where to sit, brief them about the procedure for signing that certificate. (Note that these need not be the same people as the official witnesses who will sign the civil document)
- identify the two official witnesses and tell them where to sit, brief them about the procedure for signing the legal certificate after the wedding
- check the arrangements for the place where the registers are to be entered up and signed
- talk with the couple and reassure them that all arrangements are complete; confirm with them the arrangements for entering the meeting room.

21. Contacts and resources

Recording Clerk's Office of Britain Yearly Meeting

Michael S Booth
Support for Meetings Officer
Friends House
173 Euston Road
London
NW1 2BJ
michaelsb@quaker.org.uk
020 7663 1023

General Register Office

GROcasework@gro.gsi.gov.uk
0300 123 1837

For supplies such certificates

General Register Office
Registration Supplies
Southport PR8 2HH.
0151 471 4810.
registration.supplies@gro.gsi.gov.uk

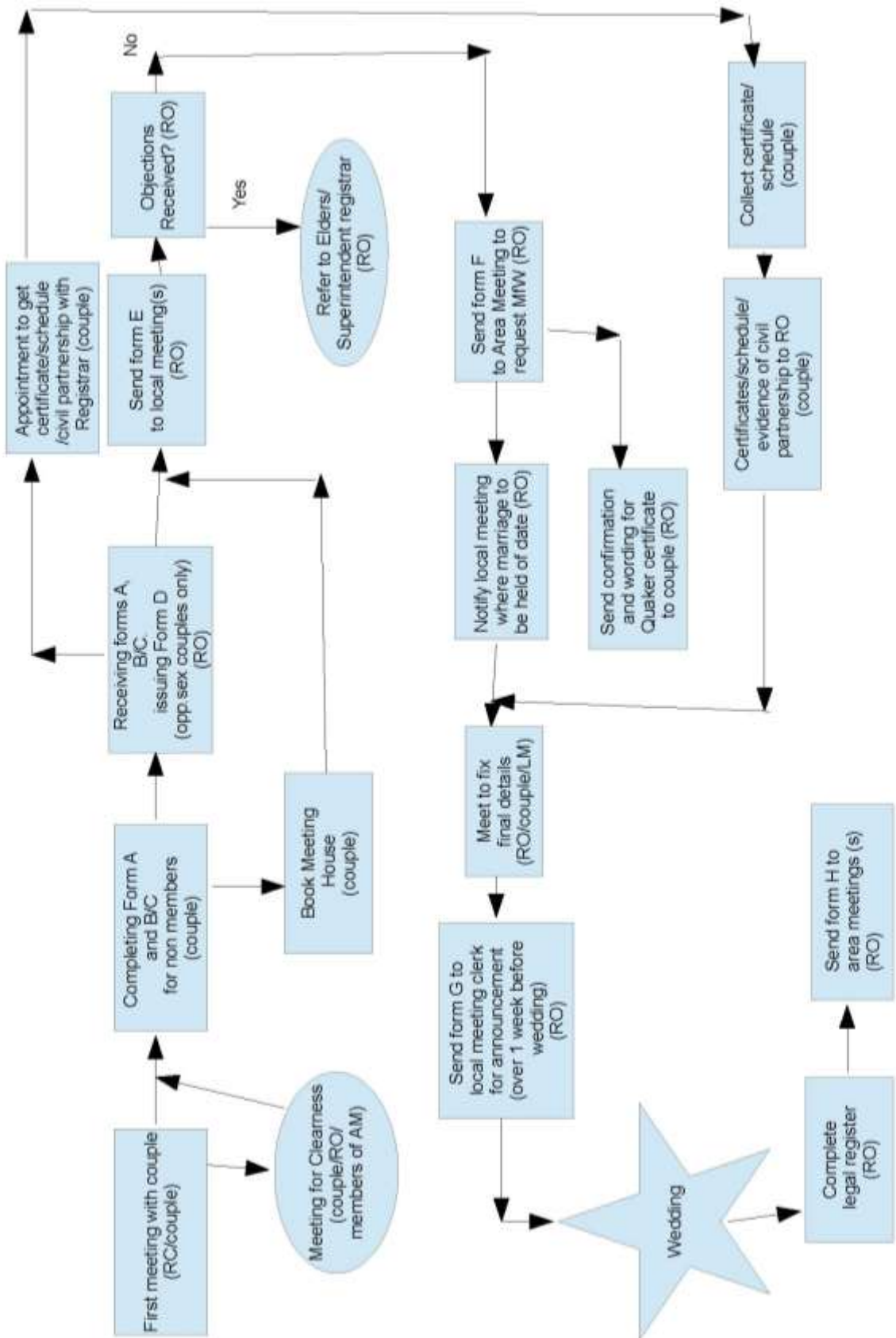
For ink

01440 703303

Guide for Authorised Persons

www.gov.uk/government/publications/a-guide-for-authorized-persons

22. Flowchart



23. Sample completed forms

This section shows the completed forms, registers and certificates for a fictional Quaker Wedding, of Hamish Green (member of Borsetshire Area Meeting) and Florence White (not in membership).

Forms for the marriage itself

A-H	are the Quaker forms supplied by BYM to all Registering Officers and available in hard copy or electronically from Graham Spackman or Michael Booth at Friends House (grahams@quaker.org.uk or michaelsb@quaker.org.uk).If the marriage is planned to take place in a location not normally used for a meeting for worship, then please contact Michael Booth for advice on how to give notice in a similar way to how form G is used in Quaker Meeting Houses.
I	is the entry in the legal marriage register book
J	is the certified copy of the entry in the marriage register book, given to the couple at the time of their marriage. Copies may also need to be supplied at a later if the original has been lost or another copy is needed.
K	is the wording for the Quaker Certificate. Note that there are minor variations to the declaration possible shown in <i>Quaker faith & practice</i> , 16.52-53 and shown on the page after the certificate.

Quarterly return forms (civil)

L	is the quarterly return form for Borsetshire Area Meeting for the quarter (October-December 2013) in which the Green/White wedding took place,. There were no other weddings in the AM in this period. This form is sent to the Superintendent Registrar for the local authority where the Registering Officer lives.
M	Is the nil return form for Borsetshire Area Meeting, for the period to the end of 30 th September 2013, when no weddings took place in the area meeting. This form is sent to the Superintendent Registrar for the local authority where the Registering Officer lives.

Annual returns (Society of Friends)

N and O	are the annual marriage extracts for 2013 for Borsetshire Area Meeting (where a wedding did take place within the calendar year) and Brookside Area Meeting (where no marriage took place in the calendar year). These are sent to Friends House each January.
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The following forms A-H have been completed using different typefaces to try to help differentiate between the various people who will need to complete the forms.

Person, role, typeface	Cover	A Front	A Back	B	C	D	E (1 st)	E (2 nd)	F	G	H
<i>Georgina Fox</i> Registering Officer Comic Sans	Y		Y			Y	Y	Y	Y	Y	Y
Hamish James Green Groom Bookman Old Style		Y									
Florence White Bride Broadway		Y		Y							
Hamish or Florence Bride or Groom Bauhaus93		Y									
Ian Craig First Witness to form A Harrington		Y									
Adam Macy Second witness to form A Chiller		Y									
Alex Johnson First Supporting Friend Haettenschweiler				Y							
<i>Sarah Clare</i> <i>Second supporting</i> <i>Friend</i> <i>Lucinda Handwriting</i>				Y							
Chris Postlethwaite Clerk, Ambridge Meeting Arial Black							Y			Y	
Basil E Frankweiler Clerk, Hollyoaks Meeting Arial Narrow								Y			
J Woolman Clerk, Borsetshire Area Meeting Bernard MT Condensed									Y		

MARRIAGE ACCORDING TO THE USAGE OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

The registering officer who has issued these forms is ...*Georgina Fox*.....
of ...*23, The Gardens, Borchester*.....
.....*BZ12 1AE* Tel: ..*01632 960652*.....

registering officer of ...*Borsetshire*..... Area Meeting
who will be pleased to advise or assist the parties in any matter of procedure connected with the marriage. The forms have been designed for use in England and Wales. For marriages in Scotland, the registering officer will advise on any differences of procedure.

INSTRUCTIONS

(This page to be detached and retained by the parties)

Form A should be completed by both applicants and Form B (Part I) by a first applicant who is not in membership and Form C (Part I) by a second applicant who is not in membership. No other forms should be filled in and no form should be detached except by the appropriate officer of the Society. Part II of Forms B and C should be completed, when appropriate, in each case by two adult members of the Society who are able to recommend the applicant. The forms should be returned to the registering officer of the area meeting within the bounds of which it is desired that the marriage be solemnised. To avoid disappointment and delay the forms should reach the registering officer, if possible, at least six weeks before the date of the intended marriage.

In order that the marriage may be solemnised in accordance with the law and with the usage of the Society the parties must:

apply to the appropriate registering officer for their marriage to be solemnised according to the usage of the Society as outlined above (16.18); this is done by completing Form A

obtain support in writing from two adult Friends for each non-member applicant (16.19); this is done by completing Form B1 and/or Form C1

An authorisation (Form D) is required by law to be produced to the superintendent registrar for each non-member applicant at the time when notice of marriage is given. If the registering officer assents to the applicant on Form B and/or Form C, Form D will then be used without any further application

give notice of intention as required by law to the superintendent registrar and obtain the certificate(s) or licence which must be sent to the registering officer without delay (16.29, 16.32a, 16.32b) which are set out overleaf).

Obtain a Quaker Certificate of Marriage, after consulting with the registering officer, to be completed in accordance with 16.47–16.50.

The registering officer will arrange for the necessary public notice of the intended marriage to be given (16.30), will apply to the appropriate meeting for a meeting for worship to be appointed (16.34), and will inform the parties when the meeting for worship for the solemnisation of their marriage has been appointed.

No fees are payable to officers of the Society in respect of the solemnisation of a marriage but statutory fees may be charged for supplying certificated copies from the marriage register.

Paragraph numbers shown in brackets above are from *Quaker faith & practice* Chapter 16: *Quaker marriage procedure* as revised by **Yearly Meeting 2012** to which reference should be made for full regulations and instructions. Currently available online at www.quaker.org.uk/ro

16.29 (part) Before the marriage of an opposite sex couple can be solemnised in England or Wales according to the usage of Friends, notice must be given by the parties concerned to the appropriate superintendent registrar and a certificate obtained by each party. The certificates should be obtained from the superintendent registrar(s) for the area(s) in which the parties live, and should be delivered to the registering officer as soon as possible after they are obtained. For opposite sex marriages in Scotland a marriage schedule is obtained from the registrar for the district in which the marriage is to take place, and this should be sent to the registering officer as soon as possible after it has been obtained.

Both members of a same sex couple must give notice of their intention to form a civil partnership to the appropriate authority in their jurisdiction; the procedure is essentially the same in Scotland as in England and Wales. They should request written confirmation of their having given notice of their intention, which must be sent to the registering officer as soon as possible after it has been obtained.

16.32a. *Marriages of opposite sex couples in England and Wales*

Each party must give notice of the intended marriage, in person, to the superintendent registrar of the district in which he or she resides, and has resided for at least seven days (that is, eight nights). Documentary evidence of name (and any former name(s) used), date of birth, nationality and residence will be required, together with documentary evidence of the ending of any previous marriage or civil partnership. A statutory fee is payable by each party at the time of giving notice. After the expiration of fifteen clear days the superintendent registrar will, on application, issue a certificate stating that the notice required by law has been duly complied with. The superintendent registrar's certificate is valid for twelve months after the entry in the marriage notice book, after which it expires. After expiry, the application must start afresh.

If one or both of the parties reside in Scotland, notice must be given to the district registrar(s) of the registration district(s) in Scotland in which each party has her or his usual residence or has been resident for fifteen clear days immediately previous to the giving of such notice, and the certificate(s) of such district registrar(s) must be obtained and will have the same validity as a certificate of a superintendent registrar. Anyone normally resident in Northern Ireland must establish seven full days' residence in England or Wales immediately before giving such notice.

If either of the parties is not in membership, a certificate (see 16.23) in respect of each such party must be produced to each superintendent registrar (for parties resident in England or Wales), or district registrar (for parties intending to be joined in marriage in England or Wales but resident in Scotland), at the time when such notice is given.

16.33a. *Marriages in England and Wales*

The procedure of marriage by licence in England and Wales in order to reduce the time required under the procedure by certificate was abolished by amendment of the Marriage Act 1949 in 2000. Nevertheless, there are provisions for certificates or civil partnership schedules to be issued under the authority of the Registrar General in a period shorter than fifteen days under certain exceptional circumstances.

The Yearly Meeting of the Religious Society of Friends (Quakers) in Britain
Friends House, Euston Road, London NW1 2BJ 1998, 2011, 2012

Registering Officers should seek advice from the Recording Clerk where applicants for marriage are of the same gender.

This form is to be completed and signed in all cases by both parties, each in the presence of a witness, and to be sent as soon as possible to the registering officer of the area meeting within the bounds of which it is desired that the marriage should take place.

DECLARATION OF INTENTION OF MARRIAGE

To ...Borchester..... Area Meeting

I, ...Hamish James Green..... Male
name IN FULL gender

of ...Stable Cottage, Upper Loxley, Ambridge, BZ22 4AB.....
address

.....Single..... Sous-Chef..... 31.....
marital condition - e.g. single, previous marriage dissolved occupation age in years at date of marriage

child of ...John Green..... Doctor.....
man's father's name IN FULL father's occupation

of ...Hall End, Cheapside, Borchester BZ12 4AB.....
man's father's address

and of ...Fiona Jane Green..... Psychologist.....
man's mother's name IN FULL mother's occupation

of ...Hall End, Cheapside, Borchester BZ12 4AB.....
man's mother's address

.....*

And I, ...Florence White..... Female
name IN FULL gender

of ...12, The Close, Hollyoaks, Borchester, BE22 1AE.....
address

.....Single..... Agricultural Engineer..... 33.....
marital condition - e.g. single, previous marriage dissolved occupation age in years at date of marriage

child of ...David White..... Baker.....
father's name IN FULL father's occupation

of
father's address

and of ...Alison Clare White..... Teacher (retired) ..
mother's name IN FULL mother's occupation

of ...39, Chester Street, London, NWS 9YU.....
mother's address

..... The former deceased.....*

hereby inform you that it is our intention to take each other in marriage and that it is our wish, if convenient to Friends, that our marriage may be solemnised at a meeting for worship

at ...Ambridge..... Meeting House

on Saturday, the 12th day of October..... in the year 2013..... at 11:30..... o'clock†

And we both declare that

- (i) we are clear of any other marriage commitments;
(ii) we have reached eighteen years of age; +

or

we are proceeding in this matter with the consent of our parents [surviving parents] or guardians. +

Signed this 12th day of July..... in the year 2013.....

Signature of first applicant ...H Green.....

being a member of ...Borsetshire..... Area Meeting/being not in membership +

Signature of one adult witness ...I Craig.....

Address of witness Honeysuckle Cottage, Ambridge, BZ22 1AE.....

Signed this 12th day of July..... in the year 2013.....

Signature of second applicant ...F White.....

being a member of Area Meeting/being not in membership +

Signature of one adult witness A Macy.....

Address of witness ...Honeysuckle Cottage, Ambridge, BZ22 1AE.....

* Should either of the parents be deceased, insert "the former deceased", "the latter deceased" or "both deceased" as the case may be. Should the parents live at different addresses each should be given.

† If necessary the day and time (but not the place) may be left blank, but in this case particulars should be sent to the registering officer as soon as possible.

+ Delete whichever is not appropriate.

FOR THE USE OF THE REGISTERING OFFICER

Name and gender of first applicant ... **Hamish James Green (M)**

Address... **Stable Cottage, Upper Loxley, Ambridge BZ22 4AZ**.. Tel.....

Address for correspondence
if different from above... **as above** Tel

a member of ... **Borsetshire** Area Meeting + ~~not in membership~~ +

Name and gender of second applicant ... **Florence White (F)**

Address ... **12 The Close, Hollyoaks, Brookside BZ22 1AE**.... Tel

Address for correspondence
if different from above ... **Joint Correspondence to** Tel

~~a member of~~ **Hamish's address** ~~Area Meeting~~ + not in membership +

Form A (and B/C) sent **5:7:2013**.
(date)

Form A (and B/C) returned **1:8:2013**..
(date)

Form D issued to first applicant † **4:8:2013**.
(date)

Form D issued to second applicant † **4:8:2013**.
(date)

Form E sent to ... **Ambridge**..... Meeting on ... **10:8:2013** . Form E returned **20:8:2013**
(date) (date)

Form E sent to ... **Hollyoaks** Meeting on ... **10:8:2013** . Form E ... **22:8:2013**

(date) (date)

~~Objections received~~/no objections received

Form F sent to clerk of ... **Borsetshire**..... AM/LM on ... **5:9:2013**..... (date)

Form F returned **17:9:2013** (date)

Meeting for worship appointed for **12:10:2013** (date)

at **11:30** o'clock at ... **Ambridge** Meeting House

Parties notified on Form F, Part III **21:9:2013**
(date)

Quaker Certificate of Marriage given to +
will be provided by... **29:8:2013**..... (date) +

Form G sent to ... **Ambridge** Meeting on ... **1:10:13** (date)

Form G returned **8:10:13** (date)

Superintendent Registrar's Certificate(s) received **29:8:2013** (date)

Quaker Certificate of Marriage received / checked **29:8:2013** (date)

Form H sent to:

Clerk of ... **Borsetshire** Area Meeting where ... **16:10:2013**.....
marriage solemnised (date)

Clerk of Area Meeting of which
1st applicant is a member..... (date)

Clerk of Area Meeting of which
2nd applicant is a member..... (date)

+ Delete whichever is not appropriate.

† If required

B

Part I of this form should be completed, but not detached, by an applicant if (s)he is not in membership. Otherwise it should be left blank. The applicant should obtain the written recommendation of two adult members of the Society on Part II. The whole form should then be returned, together with Form A (and Form C if applicable) to the registering officer of the area meeting within the bounds of which it is desired that the marriage should take place.

APPLICATION BY SOMEONE NOT IN MEMBERSHIP

I

To ... **Borsetshire** Area Meeting

I, ... **Florence White** **Female**
name IN FULL Gender

of ... **12 The Close, Hollyoaks, Brookside /BZ22 1AE**
address

... **Single** **Agricultural Engineer**
marital condition – e.g. single, previous marriage dissolved occupation

hereby declare that I wish to be married according to the usage of the Religious Society of Friends

to ... **Hamish James Green** **Male**
name IN FULL Gender

of ... **Stable Cottage, Upper Loxley, Ambridge BZ22 4AR**
address

... **Single** **Sous-Chef**
marital condition – e.g. single, previous marriage dissolved occupation

and if permission so to do be granted, I undertake to comply in all respects with the marriage regulations of the Society.

Signed this **16th** day of **July** in the year **2013**

Signature of man applicant ... **F White**

Part II of this form should be completed by two adult members of the Society of Friends, neither of whom should be a close relative of either of the parties. They should, either separately or together, have discussed the application with the applicant and be satisfied that (s)he is in unity with the Society’s testimony as to the nature of marriage (see *Quaker faith & practice* 16.01–16.09, and 22.33–22.43).

II

RECOMMENDATION

We agree that permission to be married according to our usage may suitably be granted to

... **Florence White**
name IN FULL

with whom we have discussed this request. We are satisfied that (s)he is in unity with the Society’s testimony as to the nature of marriage.

Signed ... **Alex Johnson** Date **28:7:2013**

of ... **Lower End, Ambridge, BZ22 1BC 07**
address and telephone number

member of ... **Borsetshire** Area Meeting

Signed ... **Sarah Clark** Date ... **28:7:2013**

of ... **High Street, Penny Hassett, BZ33 1AE 07**
address and telephone number

member of ... **Borsetshire** Area Meeting

Part I of this form should be completed, but not detached, by an applicant if (s)he is not in membership. Otherwise it should be left blank. The applicant should obtain the written recommendation of two adult members of the Society on Part II. The whole form should then be returned, together with Form A (and Form B if applicable) to the registering officer of the area meeting within the bounds of which it is desired that the marriage should take place.

APPLICATION BY SOMEONE NOT IN MEMBERSHIP

To Area Meeting

I,
name IN FULL Gender

of
address

.....
marital condition – e.g. single, previous marriage dissolved occupation

hereby declare that I wish to be married according to the usage of the Religious Society of Friends

to
name IN FULL Gender

of
address

.....
marital condition – e.g. single, previous marriage dissolved occupation

and if permission so to do be granted, I undertake to comply in all respects with the marriage regulations of the Society.

Signed this day of in the year

Signature of applicant

Part II of this form should be completed by two adult members of the Society of Friends, neither of whom should be a close relative of either of the parties. They should, either separately or together, have discussed the application with the applicant and be satisfied that (s)he is in unity with the Society’s testimony as to the nature of marriage (see *Quaker faith & practice* 16.01–16.09, and 22.33–22.43).

RECOMMENDATION

We agree that permission to be married according to our usage may suitably be granted to

.....
name IN FULL

with whom we have discussed this request. We are satisfied that (s)he is in unity with the Society’s testimony as to the nature of marriage.

Signed Date

of
address and telephone number

member of Area Meeting

Signed Date

of
address and telephone number

member of Area Meeting

D

**MARRIAGE ACCORDING TO THE USAGE OF THE
RELIGIOUS SOCIETY OF FRIENDS IN ENGLAND AND WALES**

Registering officer's certificate as required by the Marriage Act 1949 s.47(2)(b) to be produced by or on behalf of a non-member on giving the required notice to the superintendent registrar.

CERTIFICATE

I hereby certify that ...**Florence White**.....
is a person duly authorised under the general rules of the Religious Society of Friends to proceed to the accomplishment of his/her marriage according to the usage of the said Society.

Signed this 4th day of ...**August** in the year ...**2013**

G Fox.....(*Georgina Fox*)

Registering officer of ...**Borsetshire**..... Area Meeting

D

**MARRIAGE ACCORDING TO THE USAGE OF THE
RELIGIOUS SOCIETY OF FRIENDS IN ENGLAND AND WALES**

Registering officer's certificate as required by the Marriage Act 1949 s.47(2)(b) to be produced by or on behalf of a non-member on giving the required notice to the superintendent registrar.

CERTIFICATE

I hereby certify that ...**Florence White**.....
is a person duly authorised under the general rules of the Religious Society of Friends to proceed to the accomplishment of his/her marriage according to the usage of the said Society.

Signed this 4th day of **August** in the year **2013**

...*G Fox*.....(*Georgina Fox*).....

Registering officer of ...**Borsetshire**..... Area Meeting

On receipt of the completed Form A, and Forms B and C where appropriate, the registering officer, if assenting to the application, shall cause public notice of the intended marriage to be given at the close of the usual meeting(s) for worship of which the parties are members or, if not in membership, which they attend or which is nearest to their place(s) of residence. The registering officer shall complete part I and II of this Form E, in duplicate if the parties are members, attenders, etc., of different meetings and send the form(s) to the appropriate meeting(s). Objections, if any, will be sent direct to the registering officer who shall immediately inform the parties (16.30).

APPLICATION FOR PUBLIC NOTICE OF INTENTION

To the clerk or correspondent of ...**Ambridge**..... Meeting:
There is an intention of marriage of which the details are set out below.
This is to ask you to give proper public notice of the intended marriage and to certify that this has been done on part III of this form which should be returned to me as soon as possible.

Signed this ...**10th** day of **.August** in the year **2013**

...*G Fox* ...**Georgina Fox**.....

of ...**23 The Gardens, Borchester, BZ12 1AE**

Registering officer of ...**Borsetshire** Area Meeting

Part II of this form should be read aloud at the close of the usual meeting for worship as soon as possible after its receipt from the registering officer. As soon as the notice has been given part III of this form should be completed and the whole form returned to the registering officer.

NOTICE OF INTENTION OF MARRIAGE

Friends,
There is an intention of marriage between
...**Hamish James Green**.....

of ...**Stable Cottage, Upper Loxley, Ambridge BZ22 4AB**

a member of ...**Borsetshire** Area Meeting +
~~not in membership~~ +

and ...**Florence White**.....

of ...**12 The Close, Hollyoaks, Brookside BZ22 1AE**

~~a member of~~ Area Meeting +
not in membership +

If any person has anything to object let timely information be given in writing to
Georgina Fox.....

of ...**23 The Gardens, Borsetshire BZ12 1AE**

Registering officer of ...**Borsetshire** Area Meeting

CERTIFICATE OF PUBLIC NOTICE

To the registering officer:
The above notice of intention of marriage was given at the close of meeting for worship at
.....**Ambridge**.....

on **Sunday**, the **18th** of **August**..... in the year **2013**

Signed ...**Chris Postlethwaite**

Clerk of ...**Ambridge**..... Meeting.
(or other Friend by whom the notice was given)

+ Delete whichever is not appropriate.

On receipt of the completed Form A, and Forms B and C where appropriate, the registering officer, if assenting to the application, shall cause public notice of the intended marriage to be given at the close of the usual meeting(s) for worship of which the parties are members or, if not in membership, which they attend or which is nearest to their place(s) of residence. The registering officer shall complete part I and II of this Form E, in duplicate if the parties are members, attenders, etc., of different meetings and send the form(s) to the appropriate meeting(s). Objections, if any, will be sent direct to the registering officer who shall immediately inform the parties (16.30).

APPLICATION FOR PUBLIC NOTICE OF INTENTION

To the clerk or correspondent of ...**Ambridge**..... Meeting:
There is an intention of marriage of which the details are set out below.
This is to ask you to give proper public notice of the intended marriage and to certify that this has been done on part III of this form which should be returned to me as soon as possible.

Signed this ...**10th** day of **.August** in the year **2013**

...**G Fox** ...**Georgina Fox**.....

of ...**23 The Gardens, Borchester, BZ12 1AE**

Registering officer of ...**Borsetshire** Area Meeting

Part II of this form should be read aloud at the close of the usual meeting for worship as soon as possible after its receipt from the registering officer. As soon as the notice has been given part III of this form should be completed and the whole form returned to the registering officer.

NOTICE OF INTENTION OF MARRIAGE

Friends,
There is an intention of marriage between
...**Hamish James Green**.....

of ...**Stable Cottage, Upper Loxley, Ambridge BZ22 4AB**

a member of ...**Borsetshire** Area Meeting +
~~not in membership~~ +

and ...**Florence White**.....

of ...**12 The Close, Hollyoaks, Brookside BZ22 1AE**

~~a member of~~ Area Meeting +
not in membership +

If any person has anything to object let timely information be given in writing to
Georgina Fox.....

of ...**23 The Gardens, Borsetshire BZ12 1AE**

Registering officer of ...**Borsetshire** Area Meeting

CERTIFICATE OF PUBLIC NOTICE

To the registering officer:
The above notice of intention of marriage was given at the close of meeting for worship at
...**Hollyoaks**
on Sun day, the **18th** of **August**..... in the year **2013**

Signed ...**Basil E Frankweiler**

Clerk of ...**Hollyoaks** Meeting
(or other Friend by whom the notice was given)

+ Delete whichever is not appropriate.

As soon as possible after the receipt of the completed Form A (and Form B and/or Form C where appropriate) the registering officer should complete part I of this form and send it to the clerk of the meeting competent to appoint the meeting for worship for the solemnisation of the marriage. As soon as the meeting's decision is known the clerk should complete part II (or inform the registering officer by letter if a meeting has not been appointed) and return the form intact to the registering officer. The registering officer will then complete part III of the form and send this part to the applicants.

REQUEST FOR APPOINTMENT OF MEETING FOR WORSHIP

To the clerk of ... **Borsetshire** Area/~~Local~~ Meeting
There is an intention of marriage between

... **Hamish James Green**
of ... **Stable Cottage, Upper Loxley, Ambridge BZ22 4AB**

a member of ... **Borsetshire** Area Meeting +
~~not in membership~~ +

and ... **Florence White**
of ... **12 The Close, Hollyoaks, Brookside BZ22 1AE**

a member of Area Meeting +
not in membership +

and it is desired, if convenient to Friends, that this marriage may be solemnised at

... **Ambridge** Meeting House

on .. **Satur** day, the **12th** day of **October** in the year **2013** at **11:30** o'clock

This is to ask whether a meeting for worship can be appointed to be held at this time, or at any other time by arrangement with the parties.

Signed *G Fox* ... **Georgina Fox** Date ... **5:9:2013**

of ... **23 The Gardens, Borchester, BZ12 1AE**

Registering officer of ... **Borsetshire** Area Meeting

CONFIRMATION OF APPOINTMENT OF MEETING FOR WORSHIP

This is to certify that a meeting for worship for the solemnisation of the above marriage has been appointed to be held at **Ambridge** Meeting House

on **Satur** day, the **12th** ... day of **October** in the year **2013** at **11 : 30** o'clock

Signed *J Woolman* Date **15:9:2013**

Clerk of **Borsetshire** Area/Local Meeting

+ Delete whichever is not appropriate.

To be detached and sent to the applicants III

... **Hamish Green** and ... **Florence White**

I am glad to inform you that a meeting for worship for the solemnisation of your marriage has been appointed to be held at ... **Ambridge** Meeting House

on .. **Saturday**, the **4th** day of **October** in the year **2013** at **11:30** o'clock

Signed ... *G Fox*

Registering officer of ... **Borsetshire** Area Meeting

On receipt of Form F confirming the appointment of a meeting for worship the registering officer will complete part I of this form and send it to the clerk or correspondent of the meeting where the marriage is to be solemnised, who when the public notice of the meeting for worship has been given will complete part II and return the form to the registering officer. **Form G must be sent in good time for public notice to be given at the close of Meeting for Worship last held there preceding the day of solemnisation (Qfp 16.41).**

REQUEST FOR PUBLIC NOTICE OF MEETING FOR WORSHIP

To the clerk of ... **Ambridge** Meeting

A meeting for worship for the solemnisation of marriage between

... **Hamish James Green**

and ... **Florence White**

has been appointed to be held at ... **Ambridge** Meeting House

on ... **Satur** day, the **12th** day of **October** in the year **2013** at .. **11 : 30** o'clock

Friends and attenders are hereby invited to attend this public meeting for worship.

Signed .. **G Fox** ... **Georgina Fox** Date ... **1 October 2013**

Registering Officer of ... **Borsetshire** Area Meeting

Public notice of the above appointed meeting for worship must be given at the place at which it is to be held at the close of the usual meeting for worship last held there before the day of solemnisation (*Quaker faith & practice 16.41*).

CONFIRMATION OF THE PUBLIC NOTICE OF MEETING FOR WORSHIP

To the registering officer of ... **Borsetshire** Area Meeting

This is to confirm that public notice of the above meeting for worship has been given in accordance 16.41 of *Quaker faith & practice*.

Signed ... **Chris Postlethwaite** Date ... **8th October 2013**

Clerk of ... **Ambridge** Meeting
(or other Friend by whom the notice was given)

When the marriage has been solemnised and registered the registering officer should report this to the area meeting by completing one copy of this form and sending it to the clerk of the area meeting. Where either party is a member of an area meeting other than the one within the bounds of which the marriage has taken place the registering officer shall report the marriage to the clerk of each such area meeting by completing additional copy(ies) of Form H and sending it (them) to the clerk(s) of the area meeting(s) concerned (16.51).

CERTIFICATE OF ACCOMPLISHMENT

H

To the clerk of ... *Borsetshire* Area Meeting

I hereby certify that the marriage between

... *Hamish James Green*.....

a member of ... *Borsetshire* Area Meeting +
~~not in membership~~ +

and ... *Florence White*.....

a member of Area Meeting +
not in membership +

was solemnised at ... *Ambridge* Meeting House

on ... *Satur* day, the *12th* day of *October* in the year *2013*..... and has been legally registered.

..... *G Fox*..... *Georgina Fox*.....

Registering officer of ... *Borsetshire* Area Meeting

CERTIFICATE OF ACCOMPLISHMENT

H

To the clerk of Area Meeting

I hereby certify that the marriage between

.....

a member of Area Meeting +
not in membership +

and.....

a member of Area Meeting +
not in membership +

was solemnised at Meeting House

on day, the day of in the year and has been legally registered.

.....

Registering officer of Area Meeting

CERTIFICATE OF ACCOMPLISHMENT

H

To the clerk of Area Meeting

I hereby certify that the marriage between

.....

a member of Area Meeting +
not in membership +

and.....

a member of Area Meeting +
not in membership +

was solemnised at Meeting House

on day, the day of in the year and has been legally registered.

.....

Registering officer of Area Meeting

+ Delete whichever is not appropriate.

1

Any correctional notes must be written in this margin

12012. Marriage solemnized at Ambridge Friends' Meeting House, Hollowtree Lane, Ambridge in the District of Borssethine in the County of Borssethine

Column No.	1 When married.	2 Name and surnames.	3 Age.	4 Condition.	5 Rank or profession.	6 Residence at the time of marriage.	7 Father's name and surname.	8 Rank or profession of father.
17	Twelfth October 2012	Hamish James GREEN	21 years	Single	Sous-chef	Stable Cottage, Upper Laxey, Ambridge B22 4AB	John GREEN	General Medical Practitioner
		Florence WHITE	33 years	Single	Agricultural Engineer	12 The Cross, Hollyoaks, Brookside B22 1AE	David WHITE (deceased)	Baker

Married in the Ambridge Meeting House according to the usages of the Society of Friends by certificate

This marriage was solemnized between us, H. Green in the presence of us, Thomas J. Green A.C. White

H. Green
Thomas J. Green
A.C. White

1. Marriage solemnized at _____ in the _____ in the _____

Column No.	1 When married.	2 Name and surnames.	3 Age.	4 Condition.	5 Rank or profession.	6 Residence at the time of marriage.	7 Father's name and surname.	8 Rank or profession of father.
18								

Married in the _____ according to the usages of the _____ by _____

This marriage was solemnized between us, _____ in the presence of us, _____

D 59778

CERTIFIED COPY of an
Pursuant to the  ENTRY OF MARRIAGE.
Marriage Act 1949.

M. Cert.
Friends

Registration District Boresetshire
1 2013. Marriage solemnized at Ambridge Friends' Meeting House, Holmeatree Lane, Ambridge
in the District of Boresetshire in the County of Boresetshire

Insert in this margin any notes which appear in the original entry.

Columns - No.	1 When married.	2 Name and surname.	3 Age.	4 Condition.	5 Rank or profession.	6 Residence at the time of marriage.	7 Father's name and surname.		8 Rank or profession of father.
17	Twelfth October <u>1 2013</u>	Hamish James GREEN Florence WHITE	21 years 33 years	Single Single	Spous-chef Agricultural Engineer	Seale Cottage, Upper Loxley, Ambridge B222 4AB 12 The Clee, Hollybake, Brockside B522 1AE	John GREEN	David WHITE (deceased)	General Medical Practitioner Baker

Married in the Ambridge Meeting House according to the usages of the Society of Friends by certificate

This marriage was solemnized between us, H. Green in the presence of us, Fiona J. Green and F. White A.C. White G. Fox

I, Georgia Fox, Registering Officer of the Society of Friends, commonly called Quakers, for the Monthly Meeting of Boresetshire in the County of Boresetshire, do hereby certify that this is a true copy of the Entry No. 17 in the Register Book of Marriages of the said Monthly Meeting, and that such Register Book is now legally in my custody. WITNESS MY HAND this 12th day of the month October, 2013, 1949.

CAUTION - Any person who (1) falsifies any of the particulars on this certificate, or (2) uses it as true, knowing it to be falsified, is liable to prosecution.

[Signature]
Registering Officer.

(5)

K

Certificate of marriage¹

Hamish James Green², son of John and Fiona Green³, and Florence White², daughter of David and Alison White³, having made known their intention of taking each other in marriage and public notice of their intention having been given, the proceedings were allowed by the proper officers of Borsetshire Area Meeting of the Religious Society of Friends.

This is to certify that for the solemnisation of their marriage, Hamish Green and Florence White were present at a duly appointed public meeting for worship of the Society at Ambridge Friends Meeting House, Hollowtree Lane, Ambridge, this twelfth day of October⁴ of the year two thousand and thirteen.

Taking each other by the hand,

Florence declared:

Friends, I take this my friend, Hamish Green, to be my husband, promising, through divine assistance, to be unto him a loving and faithful wife, so long as we both on earth shall live.

and Hamish declared:

Friends, I take this my friend, Florence White, to be my wife, promising, through divine assistance, to be unto her a loving and faithful husband, so long as we both on earth shall live.

In confirmation of these declarations they have in this meeting signed this certificate of marriage.

.....

We having been present at the above marriage have also subscribed our names as witnesses the day, month and year above written.

.....

.....

¹ Do note that the phrase “*Conducted in accordance with the regulations of the Christian Discipline of the Religious Society of Friends in Britain*” is not required on the Certificate of Marriage

² Elder, eldest, second, third, younger, youngest etc may be used to describe the position in the family if desired by the couple.

³ The address may be given instead of the names of the parents if desired.

Both parties should use their address or their parentage.

⁴ Either use the Quaker terms for the month or the world’s terms as desired by the couple.

The Declaration

The permissible variant wordings for the declaration, as agreed by Britain Yearly Meeting are as follows:

<i>Compulsory</i>	<i>Choose either or none</i>	<i>Compulsory</i>	<i>Full name</i>	<i>Compulsory</i>	<i>Choose one</i> [^]	<i>Compulsory</i>
Friends,	In the presence of God	I take this my friend	<i>full name</i>	to be my	spouse,	promising, through
	<blank>				husband,	
	In the fear of the Lord and in the presence of this assembly				wife,	
	partner in marriage,					

<i>Choose either</i>	<i>compulsory</i>	<i>Choose one</i>	<i>compulsory</i>	<i>Use the same term as earlier</i> [^]	<i>Choose one</i>
divine assistance	to be unto	him	a loving and faithful	spouse,	so long as we both on earth shall live
with God's help		her		wife,	
		<i>commonly used name</i>		partner in marriage,	until it shall please the Lord by death to separate us.

[^] Couples can use partner in marriage the first time and then any of the options the second time, otherwise the both parties must choose the same term both times, apart from mixed-gender marriages, where husband and wife can be used as appropriate.

L

COMMENCE ON THIS SIDE

For use by REGISTERING OFFICERS OF SOCIETY OF FRIENDS for making Returns to THE REGISTRAR GENERAL

Insert in this margin any notes which appear in the original entry.

Borsetshire

2012 Marriage solemnized at Ambridge Friends Meeting House, Hollowell Lane, Ambridge in the District of Borsetshire in the County of Borsetshire

Column No.	1	2	3	4	5	6	7	8
	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
17	Twelfth October 2012	Hamish James GREEN Florence WHITE	31 years 28 years	Single Single	Chef Agricultural Engineer	Stable Cottage, Upper Laxey, Ambridge B7 2J, UK 12 The Close, Hollowell, Borsetshire B22 7AE	John GREEN David WHITE (deceased)	General Medical Practitioner Baker

Married in the Ambridge Meeting House according to the usages of the Society of Friends by certificates

This marriage was solemnized between us, { H. Green in the presence of us, { Fiona J. Green
 { F. White } { A. C. White } { G. Fox

Marriage solemnized at _____ in the District of _____ in the County of _____

Column No.	1	2	3	4	5	6	7	8
	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
.....

Married in the _____ according to the usages of the _____ by _____

This marriage was solemnized between us, { _____ in the presence of us, { _____

SEE OTHER SIDE FOR FORM OF CERTIFICATE

NOTE.- The copying should be commenced on this side of the sheet and the form of Certificate on the other side duly filled up and signed

M

REGISTRATION OF MARRIAGES

REGISTERING OFFICER'S 'CERTIFICATE OF NO REGISTRY' (Pursuant to the Marriage Act, 1949)

Registration District of Borsetshire

I, the undersigned Registering Officer of the Society of Friends, commonly called Quakers, for
the Area Monthly Meeting of Borsetshire DO HEREBY CERTIFY

that no marriage has been registered in the marriage register books of the said Area Monthly Meeting
during the quarter ended 30th September 2013.

The number of the last entry recorded in the register books prior to that period is 16

Witness my hand, this 1st day of October 2013


Registering Officer

NOTE - This Certificate is to be filled up with reference to the three months ending *the last day of March, June, September, or December*, and is to be signed and sent *during the first fifteen days of April, July, October, or January*, as the case may be, to the Superintendent Registrar of the District assigned by the Registrar General to the above-mentioned Registering Officer. (Marriage Act, 1949, Section 57.)

N

Marriage Extracts

NOTE: Accuracy of detail and correctness in writing names and figures are absolutely essential. All Marriages solemnized within the limits of the Area Meeting are to be returned, if there are no Marriages to record a return to this effect should be made on this form.

No. of Entry	When Married		Where Married	Name and Surname of both parties	Membership (Mem/ Non-M)	Condition	Gender (F/M)	Rank or Profession	Residence at time of Marriage	Father's Name and Surname	Rank or Profession of Father <small>This should be stated even though he be deceased</small>
	Year	Month									
17	13	10	12	Hamish Green Florence White	M Non-M	Single Single	M F	Sous Chef Agricultural Engineer	Stable Cottage Upper Loxley Aubrey B222 4AB 12 The Close Holly oaks Brookside BELLINGHAM	John Green David White (deceased)	General Medical Practitioner Baker

This is to certify that the above entries are correctly extracted from the Registers of Marriages of the Society of Friends for the Area Meeting of Borsetshire

Kept at Borchester FMH }
 Signed [Signature] }
 Registered Officer }
[Signature] }
 C. P. Archer }
 Appointed by the Area Meeting to verify the same

Date 17 January 2014

NOTE: Accuracy of detail and clearness in writing names and figures are absolutely essential. All Marriages solemnized within the limits of the Area Meeting are to be returned, if there are no Marriages to record a return to that effect should be made on this form.

Marriage Extracts

No. of Entry	When Married		When Married	Name and Surname both parties	Membership (Men/ Non M)	Condition	Gender (F/M)	Rank or Profession	Residence at time of Marriage	Father's Name and Surname	Rank or Profession of Father <small>This should be stated, even though he be deceased</small>
	Year	Month/ Day									
				No marriages within the year.							

This is to certify that the above entries are correctly extracted from the Registers of Marriages of the Society of Friends for the Area Meeting of Brodside
 Kept at Brodside
F.H.H.
 Date 8th January 2013.

Signed A. Clark Brodside
 Registering Officer
S. Grant } Appointed by the Area Meeting to verify the same

To be sent to the Recording Clerk's Office, Friends' House 173-177 Euston Road, London NW1 2EL, by the end of January.

24 Sample introductions to a wedding

On the following pages are a number of different sample introductions that you might like to adapt and use at a Quaker marriage.

Welcome and introduction to Quaker wedding

(Local Elder)

On behalf of the Borsetshire Area Quaker Meeting, may I extend a very warm welcome to everyone here this afternoon on this happy occasion. **First some practicalities:** In the unlikely event of an emergency, the fire exits are through front door you came in by and assemble on the common opposite, or if that way is blocked, turn right and out of the back doors into the garden and assemble at the far end of the first part. Toilets are near the front doors on the left.

There is no smoking anywhere in the building, Please go to the pavement at the front of the building if you need to smoke. There is an induction loop for people with hearing aids, who will need to switch their aids to the T setting. When moving around this room later, please be aware of the step at the sides and 3 at the front.

Please switch off mobile phones and refrain from photography until after the meeting, when you are very welcome to take pictures. **Children** are very welcome to stay, but if they make it clear they would rather be elsewhere, the garden is outside to the right, and also a small room is available where their carer can entertain them. Hopefully, they can be persuaded to stay at least until Ian and Adam have made their declarations, so everyone here can witness to their marriage and sign the certificate afterwards

(RO)

As many people here may not have experienced a Quaker Meeting for the solemnisation of marriage before, let me, as the Quaker Registering Officer, give a few words of explanation of what is going to happen.

Like all Quaker Meetings for worship, our meeting today is based on silence, since it is our custom to wait quietly, hoping to become more aware of the promptings of love and truth in our hearts. This quiet may be deepened if anyone feels strongly moved to speak in a way that will contribute. There is a pause for reflection between contributions.

The basis of a Friends marriage remains the same as in the early days of the Society. The couple, together with their friends, gather in worship. With their declaration they take each other freely and equally as life-long partners, committing themselves to joining their lives together in loving companionship, asking God's blessing on their union. (*Qf&p* 16.04)

Early in the Meeting after a period of silence, and when they feel it is right, Ian and Adam will take each other by the hand, and stand to make their simple, solemn declarations to each other, which constitutes their spiritual and legal marriage. They have chosen to exchange rings at this point. (?), I will then ask them and 2 witnesses to sign the marriage certificate on the table. I will then read this out, and after the close of the meeting, you will

all be invited to sign as witnesses.

We will then return to silence, and during this time, all are invited to support Ian and Adam with spoken or silent or even sung words, prayers or readings and wishes for their future together. Please stand if you can, speak as clearly as you can and be mindful of allowing time for other contributions.

The Meeting will last between 45 and 60 minutes its end being signified by the elders sitting..... shaking hands – and then everyone is encouraged to greet their neighbours likewise.

After (ARO)

The Registering Officer will retire to another room to record the marriage in the marriage registers, and will be joined in about 10 minutes by Ian and Adam. and their 2 chosen witnesses.

Tea, coffee and light refreshments will be served upstairs to all shortly. They can be brought down and into the garden, but please keep them away from the certificate. There is also a stair-lift on the stairs nearest to the toilets.

Please be sure to sign the certificate, using the non-fade pen provided.

Introduction for Wedding

On behalf of Borsetshire Area Quaker Meeting of the Religious Society of Friends and of Ambridge Local Meeting Friends, as Registering Officer I welcome you all to this Meeting for Worship specially appointed for the solemnisation of the marriage of Florence and Hamish..

Whenever we have guests and visitors joining us who may not be used to Quaker ways, say at a wedding, we think it could be helpful to have a few words of introduction. Other churches use the word 'service'; Quakers speak of a 'Meeting for Worship', and we are about to meet for worship. Other churches use set hymns, prayers and readings; Quakers meet in silent expectation for the Spirit to prompt them to speak or act. In other churches services are led by a minister or priest; Quakers believe anyone can be inspired to minister, whoever they are and whether or not they are actually a Quaker. Ministry is usually something shared to edify or bless those present but it can equally include solemn marriage commitments, like to-day.

We believe a uniting in marriage is wholly and solely God's work. The couple who are called to be married have full authority to wed each other; they do not need any minister or priest to make it official. We, all of us, are simply witnesses to what the couple say then sign their names to.

We shall enter into worship to-day after I have finished this introduction, and the meeting will last approximately 45 minutes. In the course of the meeting for worship Florence and Hamish when they are ready, will take each other's hand and make their declarations. (They will then exchange rings). After that, in keeping with Quaker tradition, they will both formally sign the certificate that is on the table before them and their two principal witnesses will also sign confirming what has taken place. I shall then read the certificate aloud for all to hear. All that completed they will be fully married but the meeting for worship will continue and we hope anyone who feels moved to speak will share what is on their heart.

There are elders appointed for the meeting, and when they discern the time is right they will close the meeting with a handshake. At that point there will be an announcement about what happens next, but you need to be aware that the couple, the two witnesses and I shall need to move without delay from the Meeting House to for the legal part of the proceedings.

Introduction to the Quaker meeting for worship

Thank you to and the musicians for leading us in those hymns and prayers

We will now move into the silence of a Quaker meeting for worship to solemnise this marriage.

It is good to allow a little time for the meeting to settle. As we enter the silence together we can become closer to one another and to God. If you are unfamiliar with Quaker ways you may find it helpful to pray silently for Florence and Hamish or just to hold them supportively in your thoughts. We might also remember that, in George Fox's words 'the right joining in marriage ... is the Lord's work, and we are but witnesses'.

When Florence and Hamish are ready, they will stand, take one another by the hand and make their solemn declarations of marriage to each other. This is the point at which they are married.

After this, when the time seems appropriate, they will sign the Quaker marriage certificate in confirmation of their declarations. Two witnesses will also sign. I will read the certificate aloud. These elements: the declarations, followed by the signing and reading of the certificate in the gathered meeting are the essential components of a Quaker wedding.

After Florence and Hamish have exchanged their vows, the meeting will continue. During this time anyone who feels moved to may speak in 'ministry'. If you feel called to speak it is helpful, if you can, to 'stand up, look up, and speak up' so that all may hear you. It is also helpful if contributions are brief, and if there is a period of silent reflection between them.

The meeting for worship formally finishes when the elders shake hands. We anticipate that the meeting will last for about thirty minutes.

We hope that, in the silence, and in any vocal ministry, Florence and Hamish will feel, like Thomas and Mary Ellwood in 1669, and many other couples since, 'the Lord with us and joining us, the sense whereof remained with us all our lifetime, and was of good service and very comfortable to us on all occasions.'

The marriage of partner one and partner two

Friends, I am very happy to welcome you all to Ambridge Friends Meeting House for this special meeting for the marriage of Sophie and Erin

A few words of introduction to Quaker marriage might be helpful. Our marriage arrangements are not the same as a standard church wedding, but the promises made are fully recognised by the State, and just as binding. The moment the promises have been made, Sophie and Erin will be legally married.

George Fox was the founder of the Society of Friends (which is the proper name for the Quakers). In 1669 George Fox said:

“For the right joining in marriage is the work of the Lord only, and not of the priests or the magistrates; for it is God’s ordinance and not man’s; and therefore Friends cannot consent that they should join them together; for we marry none; it is the Lord’s work, and we are but the witnesses.”

As witnesses, we are all here to ask God’s blessing on the marriage of Sophie and Erin and to support them in their marriage.

Quaker meetings are based on silent worship and communion with the Divine Spirit, in which there is opportunity for spoken ministry arising from that communion and from the life of the meeting. Today during our meeting, Partner1 and Partner2 will make their promises. After they have done so the meeting will continue in silent worship – but any person here, whether a Quaker or not, may speak in ministry. This ministry may simply be words of support or encouragement for Sophie and Erin. Everyone will contribute anyway simply by being here and supporting Sophie and Erin in silence.

Towards the end of the meeting, I as Registering Officer will ask Sophie and Erin to sign the wedding certificate, which will also be signed by two witnesses. I shall then read the certificate to the meeting. After the certificate has been read we shall resume silent worship until the end of the meeting is signified by the Elders shaking hands.

At the end of the meeting, Sophie and Erin, the two witnesses, the Assistant Registering Officer Georgina Fox, and myself will withdraw to complete the signing of the civil marriage registers. You are asked to remain here while this is being done, and during that time you are asked to sign the Quaker marriage certificate as witnesses to Sophie and Erin’s marriage. This is a tradition that has lasted through the centuries, started when the State did not recognise Quaker weddings. The Quaker marriage certificate will be treasured by Sophie and Erin as a record of this day.

When the signing is complete you are all invited to stay for light refreshments.

The taking of photographs is not appropriate during the meeting for worship, and we would also ask you not to use any confetti anywhere in the building or grounds. If you have a mobile phone with you, could you now please check it is switched off.

We will now continue in silent worship.

Welcome

Good afternoon friends and a very warm welcome to Ambridge Meeting House and to this very happy occasion, the marriage of Arnold and Doris. It is lovely to see so many people here to witness and celebrate this joyful time

As I expect many of you will not have attended a Quaker wedding before, I would just like to say a few words about Quaker weddings and to explain what will happen

My name is Georgina Fox and I am the Registering officer for the local Quakers. My role is to ensure that all the legal requirements are fulfilled and to facilitate the Quaker process. In a Quaker wedding, no-one marries the couple; they marry each other in a very simple ceremony. We are all the witnesses. Quaker worship is based largely on silence, with spoken contributions from any who feel called to speak. Please could we start with a period of silence. When Arnold and Doris are ready, they will stand and make their promises to each other. Following this, they, their witnesses and I will move to the table and sign the Quaker marriage certificate, which I will then read out loud.

After this, anyone who feels they would like to speak is welcome to do so. Please stand to do this if you are able and speak clearly. It is good to have a short period of silence between each spoken contribution. The close of the Meeting will be signalled by the Elders shaking hands, and we will then all shake hands with the people near us.

Please don't take photos during the ceremony; there will be an opportunity afterwards. Children are very welcome to be present throughout but if your child becomes restless, there is childcare in the Quiet Room

At Close of Meeting

Please remain in your seats to allow for photos to be taken

After this Arnold and Doris, their witnesses and I will adjourn to another room to sign the civil register. It is a Quaker tradition that all who are present at the marriage sign the Quaker marriage certificate as witnesses not only to the ceremony but also to their continued concern for the success of the marriage. While we are signing the civil register, could you please all sign the Quaker certificate. Please use the pens and ink provided as the ink is Registrars ink that does not fade. There will be friends to facilitate the process of signing

Afterwards there is tea and cake for everyone in the lecture Room, so please go and help yourself. There will also be more photo opportunities

Welcome

A very warm welcome to Ambridge Friends Meeting House, as we meet together to witness the marriage of Dougal and Geraint. A particularly warm welcome to their families – I know some of you have travelled a long way to be here!

There is no fire drill planned, so if the fire alarm should sound, please remain seated, and the elders will give instructions about how to evacuate the building. There are two fire escapes from the top of the landing, one via the main stairs and the other via the door opposite this room. I should also remind you, while on the subject of housekeeping arrangements, to make sure you don't have your mobile phones switched on. Also, do take plenty of photos afterwards, but please don't take any during the meeting for worship.

Children are very welcome to stay in the meeting room, but if they become restless and need a change of scene, the room across the landing is available for you to use, with toys and colouring materials. You are welcome to bring children back in later on if you like.

The meeting for worship for marriage will last about an hour, during which time we will uphold Dougal and Geraint in silent worship. We will settle into silence and then, when they are ready, Dougal and Geraint will take each other by the hand and make their marriage declarations to each other. At that point, they will be married. They and their two witnesses will then sign the Quaker Marriage Certificate.

After this, anybody present may offer ministry, and, as is the custom in a Quaker meeting for worship, a period of silence should be left after each ministry to allow for reflection. If you are moved to minister, please stand and speak clearly.

Towards the end of the meeting for worship, I will read aloud the Quaker Marriage Certificate.

Our elders, Sarah and John, will close the meeting for worship by shaking hands, and then after we have all shaken hands with the people sitting next to us, they will invite everyone present to come and sign the Quaker Certificate.

Now let us settle into silence as we share this very special occasion of A and B's marriage.

Introduction to Wedding

For we marry none, it is the Lord's work, we are but witnesses. (George Fox, founder of Quakers, 1669).

As we welcome you to this meeting for worship and we witness the marriage of Elsie and Joan, I would like to briefly say what will happen this afternoon. When I have finished speaking we will settle into silent worship. When they feel the time is right, Elsie and Joan will rise and make their declarations to each other. And at that point, they are married. After the declarations, we will settle back into silent worship.. If during this time anyone present feels they wish to speak, to minister, then please feel free to rise and speak. It is helpful to leave some space between spoken contributions to allow all to reflect.

The meeting will last around 45 minutes. Towards the end of the meeting, Elsie and Joan, and their two main witnesses will sign the Quaker Marriage certificate on the table there. It sets out exactly what has happened. I will read it out, and we will then settle back into worship until the elders close the meeting by shaking hands. After the meeting, everyone who was present when the declarations were made are invited to sign the certificate, both as witnesses to the marriage but also because, Quakers believe that marriages take place under the care of the meeting. That is, this local Quaker meeting in which the marriage takes place, but also under that care of everyone who is present in this meeting for worship. We all pledge to support Elsie and Joan in their future life together.

A couple of practicalities. Children are very welcome in Quakers meetings. However, if any parent does wish to take their child out at any point, then there is a delightful garden where they can play. Just to say however that the babbling of babies does not disturb a meeting at all! What does disturb the meeting for worship is mobile phones (so please make sure yours is off!) and photography, so we ask that there is no photography or videoing during the meeting. However, at the end after the elders have shaken hands and before you sign the certificate, Elsie and Joan will stay in place for a while so that photos can be taken.