

Celebrants' Association of New Zealand Inc (CANZ)

Code of Ethics and Professional Standards

Preamble

CANZ celebrants contribute to the enrichment of New Zealand society by creating and facilitating ceremonies and rituals which respond to the needs and values of individuals, families, organisations and communities at significant times in their lives. Ceremony and ritual provide a very particular opportunity to share meaning, convey values and beliefs, and deeply affirm participants. Thus celebrants contribute to the goal of enhanced well-being, communication, understanding, and cooperation among the diverse individuals, groups, and institutions of society. Celebrancy, along with some other contemporary occupations, is understood to be undergoing a process of professionalisation.

A profession is distinguished by certain characteristics or attributes, including:

- The mastery of a body of knowledge and skill through education and training
- An acceptance of duties to a broader society as well as one's clients
- A commitment to high standards of conduct and performance

The Celebrants' Association supports this process in the interests of the public, who would otherwise be compelled to engage celebrants without any reliable point of reference. CANZ, in consultation with its stakeholders, is involved in setting and maintaining standards in an otherwise unregulated environment in New Zealand.

The CANZ Constitution underscores three important objects with respect to our Code of Ethics namely:

4.1 To foster celebrancy, and to support celebrants in carrying out their duties competently, professionally and ethically.

4.2 To maintain high standards among celebrants, including ethical standards and standards of cultural respect and sensitivity.

4.3 To encourage cooperation and the exchange of experience and ideas among Members.

The Code of Ethics provides a foundation for the behaviour, professional standards and decision-making of our Association and its members. Although it is impossible to dictate a precise outcome for every conceivable situation, commonly agreed ethical standards and decision-making processes should assist celebrants to make justifiable decisions.

The CANZ Professional Standards have been developed flowing from and in association with the Code of Ethics. These describe elements of best practice and identify performance indicators which are the criteria against which performance can be measured. As a condition of their membership, all members agree to abide by the Code of Ethics and adhere to the CANZ Professional Standards in their practice as celebrants.

The CANZ Code of Ethics

Members of the Celebrants' Association of New Zealand (CANZ) accept the responsibilities entrusted to them in their relationships with:

- the clients they serve
- the public at large and any stakeholders including relevant Government departments and agencies
- CANZ, their colleagues, and the profession of which they are a part

When creating and facilitating ceremonies and rituals, CANZ celebrants will:

- maintain a high standard of professional conduct and service
- work in partnership with their clients, encouraging their participation and ensuring their protection
- demonstrate social and cultural sensitivity
- strive to enrich people's lives and enhance celebrancy in New Zealand

Note: This Code of Ethics was passed at the AGM in May 2015. It replaces the previous Code of Ethics & Conduct passed at the 2013 AGM. The Preamble and Code of Ethics are included in this document to provide a context for the Standards of Practice as seen below:

Professional Standards and Performance Indicators

Each of the above ethical principles has been aligned with relevant professional standards and performance indicators, so together they provide a clear guide to expected conduct and a means against which performance can be measured.

A. CANZ celebrants maintain a high standard of professional conduct and service

Professional Standards	Performance Indicators
Members will develop and maintain competency in the management of their practice and when offering new services.	CANZ celebrants will: <ul style="list-style-type: none">● actively acquire any requisite knowledge and skills● access appropriate support● develop and maintain a network of celebrant colleagues and refer ceremonies outside their competence or confidence to a more suitable celebrant● comply with the Association's Ongoing Professional Development (OPD) policy
CANZ celebrants will respect the confidentiality and trust placed in them by reason of their role.	CANZ celebrants will: <ul style="list-style-type: none">● ensure that client confidentiality is maintained● use client information only for its stated purpose, and return or destroy it once that purpose is satisfied.

CANZ celebrants will provide full and accurate information to clients regarding the services offered, celebrant and client responsibilities and any fees charged.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● advise clients (ideally in writing) of the terms of service, including the celebrant fee and what this fee covers ● advise clients of any potential additional fees ● advise clients of the responsibilities of both parties
CANZ celebrants will fulfil mutually-agreed responsibilities except in unavoidable or unforeseen circumstances.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● immediately advise clients if they are unable to provide their services as agreed and do everything they can to ensure that the best alternative arrangements are made ● discuss potential alternative arrangements, and negotiate whose responsibility it is to put these in place and what fee arrangements will apply ● relationship with one or more colleagues for the purposes of review and/or cover in the event of an emergency
CANZ celebrants will utilise appropriate presentation skills.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● use professionally prepared materials such as business cards, handouts, and ceremonies ● dress appropriately for the ceremony ● undertake public speaking with skill and confidence ● use any audio-visual equipment competently
CANZ celebrants will be familiar and comply with the relevant acts of Parliament and By-laws that pertain to the ceremonies they are conducting.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● be aware of and act in accordance with the relevant laws of New Zealand including but not limited to: the Marriage Act 1955, the Marriage (Definition of Marriage) Amendment Act 2013, the Civil Union Act 2004, the Privacy Act 1993, the Human Rights Act 1993 and the principles of the Treaty of Waitangi ● advise clients of any legal requirements for, and by-laws relating to, ceremonies they undertake
CANZ celebrants will punctually fulfil their obligations to any government department or agencies with which they interact in the fulfilment of their role.	<p>CANZ celebrants will prepare and lodge any online or written materials that are required in an accurate, efficient and timely manner.</p>

B. CANZ celebrants work in partnership with their clients, encouraging their participation, and ensuring their protection

Professional Standards	Performance Indicators
CANZ celebrants accept that their primary responsibility is to their clients.	CANZ celebrants will: <ul style="list-style-type: none"> ● treat others in the manner in which they would like to be treated themselves ● act in a manner that promotes the value and dignity of each person present
CANZ celebrants actively consult with their clients about matters relating to the ceremony involved.	CANZ celebrants will: <ul style="list-style-type: none"> ● listen, consult others and communicate proactively, seeking feedback on content as appropriate ● seek clarification where necessary and structure information to meet the needs of clients and the intended audience ● respond to requests in a timely manner ● creatively explore options to achieve client-focussed ceremonial outcomes
CANZ celebrants preserve client rights to personal choice and decision-making.	CANZ celebrants will provide alternative options for consideration where appropriate or necessary.
CANZ celebrants undertake their role safely, promoting the protection of everyone involved.	CANZ celebrants will: <ul style="list-style-type: none"> ● identify probable risks, in consultation with those involved ● assist to identify and organise resources needed ● show respect and sensitivity towards diverse social, cultural, philosophical, spiritual and religious practices or rituals
CANZ celebrants understand and respect the boundaries of their role.	CANZ celebrants will: <ul style="list-style-type: none"> ● be careful not to impose unwanted contact after the service ● minimise and manage conflicts of interest ● use personal information collected as part of their celebrancy role only for the purpose for which it was collected
CANZ celebrants are knowledgeable about specialist organisations and agencies in the community to which they may refer clients as appropriate.	CANZ celebrants will refer clients to appropriate services in a timely manner when it is needed.

C. CANZ Celebrants demonstrate social and cultural sensitivity

Professional Standards	Performance Indicators
CANZ celebrants provide a style of service that recognises and respects the individuality of clients, being sensitive to their needs, wishes, values, philosophical/religious/spiritual beliefs and cultural/ethnic backgrounds.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● behave in a manner consistent with the protocols, conventions, and mores of the client while remaining mindful of the professional role of the celebrant ● offer choices and suggestions and then abide by the client's decision(s) ● not criticise, belittle or denigrate people in the ceremonial context
CANZ celebrants will acquire and maintain an understanding of the cultures and traditions of the communities in which they serve.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● demonstrate an awareness of the value and dignity of all who are present ● participate in opportunities to gain understanding of social and cultural diversity and difference
CANZ celebrants will be aware of and act in accordance with the Human Rights Act 1990.	CANZ celebrants will not discriminate against people on the basis of their age, ethnicity, religious or spiritual belief, sexual orientation, disability, or culture.

D. CANZ Celebrants strive to enrich people's lives and enhance celebrancy in New Zealand

Professional Standards	Performance Indicators
CANZ celebrants will promote by example the role of the celebrant and celebrancy in the community.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● endeavour to contribute to the ongoing improvement of CANZ and celebrancy, nationally, locally and personally
CANZ celebrants will work in a collegial manner with other members of the Association.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● treat all members with respect ● use appropriate internal mechanisms where differences occur that require resolution
CANZ celebrants will act in a manner that upholds the reputation of the Association and the profession of celebrancy.	<p>CANZ celebrants will:</p> <ul style="list-style-type: none"> ● demonstrate their commitment to CANZ by adhering to its Constitution, following its Code of Ethics, and observing its Ongoing Professional Development and other policies. ● recognise and ensure that only the National President <i>or a designated proxy</i> speaks publically on behalf of CANZ

Notes

Clients: These may be any or all of the following depending on the occasion and the circumstances:

- ❖ the people on whom the ceremony is focused;
- ❖ the people commissioning the ceremony;
- ❖ the legal authority on whose behalf the ceremony is being performed;
- ❖ those paying for the celebrant services.

The key purposes of CANZ are to:

- Support celebrants to deliver high-quality services
- Promote celebrancy as the practice of creating/facilitating ceremonies and rituals which respond to the needs and values of New Zealand individuals, families and communities
- Influence the place of ceremony in New Zealand

CANZ Motto: Enriching Celebrants – Enriching New Zealand