

# **Celebrants' Association of New Zealand Inc (CANZ)**

## **Code of Ethics and Professional Standards**

### **Preamble**

Ceremony and ritual provide a very particular opportunity to share meaning, convey values and beliefs, and deeply affirm participants. CANZ celebrants contribute to this process 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. Thus celebrants contribute to the goal of enhanced well-being, communication, understanding, and cooperation among the diverse individuals, groups, and institutions of society.

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

CANZ 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 CANZ 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. 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 abide by the following ethical principals:

- A. Maintain a high standard of professional conduct and service
- B. Work in partnership with their clients, encouraging their participation and ensuring their protection
- C. Demonstrate social and cultural sensitivity
- D. Strive to enrich people's lives and enhance celebrancy and ritual in New Zealand

## Professional Standards

Each of the above ethical principles has been aligned with relevant professional standards which provide a clear guide to expected behaviour and outcomes.

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

Professional Standards	Demonstrated by:
<b>Members will develop and maintain competency in the management of their practice and when offering new services.</b>	<ul style="list-style-type: none"> <li>● Actively acquiring any requisite knowledge and skills</li> <li>● Accessing appropriate support</li> <li>● Developing and maintaining a network of celebrant colleagues and referring ceremonies outside their competence or confidence to a more suitable celebrant</li> </ul>
<b>CANZ celebrants will respect the confidentiality and trust placed in them by reason of their role.</b>	<ul style="list-style-type: none"> <li>● Ensuring that client confidentiality is maintained</li> <li>● Using client information only for its stated purpose, and returning or destroying it once that purpose is satisfied.</li> </ul>
<b>CANZ celebrants will provide full and accurate information to clients regarding the services offered, celebrant and client responsibilities and any fees charged.</b>	<ul style="list-style-type: none"> <li>● Advising clients, in an appropriate way(*), of the terms of service, including the celebrant fee and what this fee covers</li> <li>● Advising clients of any potential additional fees</li> <li>● Advising clients of the responsibilities of both parties</li> </ul> <p>*(E.G. In writing, use of Terms and Conditions, contracts via email)</p>
<b>CANZ celebrants will fulfil mutually-agreed responsibilities except in unavoidable or unforeseen circumstances.</b>	<ul style="list-style-type: none"> <li>● Immediately advising 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</li> <li>● Discussing potential alternative arrangements, and negotiating whose responsibility it is to put these in place and what fee arrangements will apply</li> <li>● Using a network of celebrant colleagues for the purpose of cover in the event of an emergency</li> </ul>
<b>CANZ celebrants will utilise appropriate presentation skills.</b>	<ul style="list-style-type: none"> <li>● Using professionally prepared materials such as business cards, handouts, and ceremonies</li> <li>● Dressing appropriately for the ceremony</li> <li>● Undertaking public speaking with skill and confidence</li> <li>● Using any equipment competently</li> </ul>

CANZ Ethics approved at AGM 2015

CANZ Standards approved November 2015

<b>CANZ celebrants will be familiar and comply with the relevant acts of Parliament and By-laws that pertain to the ceremonies they are conducting.</b>	<ul style="list-style-type: none"> <li>• Being aware of and acting 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</li> <li>• Advising clients of any legal requirements for, and by-laws relating to, ceremonies they undertake</li> </ul>
<b>CANZ celebrants will fulfil their obligations to any government department or agencies with which they interact in the fulfilment of their role.</b>	<ul style="list-style-type: none"> <li>• Preparing and lodging any online or written materials that are required in an accurate, efficient and timely manner.</li> </ul>

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

Professional Standards	Demonstrated by:
<b>CANZ celebrants accept that their primary responsibility is to their clients.</b>	<ul style="list-style-type: none"> <li>• Treating others in the manner in which they would like to be treated themselves</li> <li>• Acting in a manner that promotes the value and dignity of each person present</li> </ul>
<b>CANZ celebrants actively consult with their clients about matters relating to the ceremony involved.</b>	<ul style="list-style-type: none"> <li>• Listening and consulting others and communicating proactively, seeking feedback on content as appropriate</li> <li>• Seeking clarification where necessary and structuring information to meet the needs of clients and the intended audience</li> <li>• Responding to requests in a timely manner</li> <li>• Creatively exploring options to achieve client-focussed ceremonial outcomes</li> </ul>
<b>CANZ celebrants preserve client rights to personal choice and decision-making.</b>	<ul style="list-style-type: none"> <li>• Providing alternative options for consideration where appropriate and necessary</li> </ul>
<b>CANZ celebrants undertake their role safely, promoting the protection of everyone involved.</b>	<ul style="list-style-type: none"> <li>• Identifying probable risks, in consultation with those involved</li> <li>• Assisting to identify and organise resources needed</li> <li>• Showing respect and sensitivity towards diverse social, cultural, philosophical, spiritual and religious practices or rituals</li> </ul>
<b>CANZ celebrants understand and respect the boundaries of their role.</b>	<ul style="list-style-type: none"> <li>• Being careful not to impose unwanted contact after the service</li> <li>• Minimising and managing conflicts of interest</li> <li>• Using personal information collected as part of their celebrancy role only for the purpose for which it was collected</li> </ul>
<b>CANZ celebrants are knowledgeable about specialist organisations and agencies in the community to which they may refer clients as appropriate.</b>	<ul style="list-style-type: none"> <li>• By referring clients to appropriate services in a timely manner when it is needed</li> </ul>

### C. CANZ celebrants demonstrate social and cultural sensitivity

Professional Standards	Demonstrated by:
<b>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.</b>	<ul style="list-style-type: none"> <li>Behaving in a manner consistent with the protocols, conventions, and beliefs of the client while remaining mindful of the professional role of the celebrant</li> <li>Offering choices and suggestions and then abiding by the client's decision(s)</li> <li>Not criticising, belittling or denigrating people in the ceremonial context</li> </ul>
<b>CANZ celebrants will acquire and maintain an understanding of the cultures and traditions of the communities in which they serve.</b>	<ul style="list-style-type: none"> <li>Demonstrating an awareness of the value and dignity of all who are present</li> <li>Participating in opportunities to gain understanding of social and cultural diversity and difference</li> </ul>
<b>CANZ celebrants will be aware of and act in accordance with the Human Rights Act 1990.</b>	<ul style="list-style-type: none"> <li>Not discriminating against people on the basis of their age, ethnicity, religious or spiritual belief, sexual orientation, disability, or culture.</li> </ul>

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

Professional Standards	Demonstrated by:
<b>CANZ celebrants will promote by example the role of the celebrant and celebrancy in the community.</b>	<ul style="list-style-type: none"> <li>Endeavouring to contribute to the ongoing improvement of CANZ and celebrancy, nationally, locally and personally</li> </ul>
<b>CANZ celebrants will work in a collegial manner with other members of the Association.</b>	<ul style="list-style-type: none"> <li>Treating all members with respect</li> <li>Using appropriate internal mechanisms where differences occur that require resolution</li> </ul>
<b>CANZ celebrants will act in a manner that upholds the reputation of the Association and the profession of celebrancy.</b>	<ul style="list-style-type: none"> <li>Demonstrating their commitment to CANZ by adhering to its Constitution, following its Code of Ethics, and supporting its ongoing professional opportunities.</li> <li>Recognising and ensuring that only the National President or a <i>designated proxy</i> speaks publically on behalf of CANZ</li> </ul>

#### 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*