

Code of Ethics and Professional Standards

[Revised June 2022]

Preamble

Celebrants Aotearoa (Celebrants' Association of New Zealand Inc.) is the national professional association representing celebrants. In consultation with its stakeholders, it sets and maintains standards for the celebrant profession in an otherwise unregulated environment in Aotearoa New Zealand.

The Celebrants Aotearoa Rules outline the objects and purposes of the Association, which include:

- 2.2a. To foster celebrancy, and to support celebrants in carrying out their duties competently, professionally and ethically.
- 2.2b. To maintain high standards among celebrants, including ethical standards and standards of cultural respect and sensitivity.
- 2.2c. To encourage cooperation and the exchange of experience and ideas among Members.

A profession is defined 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.

Celebrants Aotearoa endorses this definition in the interests of the public, who would otherwise be compelled to engage celebrants without any reliable point of reference.

Ethics

Ethics are the values and principles that we use to determine what we should do.

The Celebrants Aotearoa' **Code of Ethics** provides a foundation for the behaviour, professional standards and decision-making of the organisation 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 Celebrants Aotearoa **Professional Standards** have been developed in alignment with the Code of Ethics. They 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 Celebrants Aotearoa Professional Standards in their practice as celebrants.



Celebrants Aotearoa Code of Ethics

Members of Celebrants Aotearoa (hereafter called Members) accept the responsibilities entrusted to them in their relationships with:

- The clients they serve (who can be any or all of the people on whom the ceremony is focussed; the people commissioning the ceremony; the legal authority on whose behalf the ceremony is being performed; those paying for the celebrant services)
- The public at large and any stakeholders including relevant government departments and agencies
- Celebrants Aotearoa, their colleagues, and the profession of which they are a part.

When creating and facilitating ceremonies and rituals, Celebrants Aotearoa celebrants agree to apply the following ethical principles:

1. Maintain a high standard of professional conduct and service
2. Work in partnership with their clients, encourage their participation and ensure their protection
3. Demonstrate social and cultural sensitivity
4. Strive to enrich people’s lives and enhance celebrancy and ritual in New Zealand.

Celebrants Aotearoa Professional Standards

The Professional Standards outlined below align with these ethical principles and provide a clear guide to the behaviour and outcomes expected in a member’s practice.

1. Celebrants Aotearoa celebrants maintain a high standard of professional conduct and service

PROFESSIONAL STANDARDS	INDICATIVE BEHAVIOURS AND OUTCOMES
Members will develop and maintain competency in the management of their practice and when offering new services.	<p>Celebrants Aotearoa Celebrants will:</p> <ul style="list-style-type: none"> • Actively acquire any requisite knowledge and skills. • Commit to Ongoing Professional Development. • Access appropriate support. • Develop and maintain a network of celebrant colleagues and refer ceremonies outside their competence or confidence to a more suitable celebrant. • Accurately and honestly represent their qualifications, training and experience.
Members will respect the confidentiality and trust placed in them by reason of their role.	<p>Celebrants Aotearoa Celebrants will:</p> <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.

Members will provide full and accurate information to clients regarding the services offered, celebrant and client responsibilities and any fees charged.

Celebrants Aotearoa Celebrants will:

- Advise clients, ideally in writing, (e.g. contracts, T&Cs, clear instructions) of:
 - The terms of service, including the celebrant fee and what this fee covers.
 - Any potential additional fees.
 - The responsibilities of both parties.
 - own adherence to the Celebrants Aotearoa Code of Ethics & Practice Standards.

Members will fulfil mutually-agreed responsibilities except in unavoidable or unforeseen circumstances.

Celebrants Aotearoa Celebrants will:

- Immediately advise clients if they are unable to provide their services as agreed and ensure that appropriate alternative arrangements are made, including any fee provisions.
- Develop and use a network of celebrant colleagues for peer review, and for referral in the event of unexpected unavailability.

Members will use appropriate communication and presentation skills.

Celebrants Aotearoa Celebrants will:

- Use appropriate and respectful language in all written or verbal communications.
- 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 equipment competently.
- Attribute source materials correctly.
- Avoid plagiarism.

Members will be familiar and comply with the relevant Acts of Parliament and By-laws that govern the ceremonies they are conducting.

Celebrants Aotearoa Celebrants will:

- Be aware of and act in accordance with the relevant laws of New Zealand including but not limited to: the *Marriage Act*, the *Civil Union Act*, the *Privacy Act*, the *Human Rights Act* and the *Principles of the Treaty of Waitangi*.
- Accurately advise clients of any legal requirements for, and by-laws relating to, ceremonies they undertake.

Members will punctually fulfil their obligations to any government department or agencies with which they interact in the performance of their role.

Celebrants Aotearoa Celebrants will:

- Prepare and lodge any online or written materials that are required in an accurate, efficient, and timely manner.



2. Celebrants Aotearoa celebrants work in partnership with their clients, encourage their participation, and ensure their protection

PROFESSIONAL STANDARDS	INDICATIVE BEHAVIOURS AND OUTCOMES
Members accept that their primary responsibility is to their clients.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Treat others as they would like to be treated themselves.• Act in a manner that promotes the value and dignity of each person present.
Members actively consult with their clients about matters relating to the ceremony.	Celebrants Aotearoa 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 ceremonial outcomes that are client-centred.
Members preserve client rights to personal choice and decision-making.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Be open and listen to clients' ideas and preferences• Provide alternative options for consideration where appropriate and necessary.
Members undertake their role safely, promoting the protection of everyone involved.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Proactively manage their own risk assessment and safety.• Clarify respective Health and Safety responsibilities and identify potential 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.
Members understand and respect the boundaries of their role.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Take care to not 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.• Obtain permission to retain client information and use any photographs in which clients feature.
Members are knowledgeable about specialist organisations and service providers in the community to which they may refer clients as appropriate.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Refer clients to appropriate services in a timely manner.



3. Celebrants Aotearoa celebrants demonstrate social and cultural sensitivity

PROFESSIONAL STANDARDS	INDICATIVE BEHAVIOURS AND OUTCOMES
Members 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.	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Behave in a manner consistent with the tikanga, protocols, conventions, and beliefs 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.
Members will acquire and maintain an understanding of the cultures and traditions of the communities in which they serve.	Celebrants Aotearoa Celebrants will: <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.
Members will be aware of and act in accordance with the <i>Human Rights Act 1990</i> .	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Not discriminate against people on the basis of their age, ethnicity, religious or spiritual belief, sexual orientation, disability, or culture.
Members will have an understanding of the Treaty of Waitangi principles	Celebrants Aotearoa Celebrants will: <ul style="list-style-type: none">• Respect relevant tikanga and consult local iwi for guidance as required.



4. Celebrants Aotearoa celebrants strive to enrich people's lives and enhance celebrancy in New Zealand

PROFESSIONAL STANDARDS	INDICATIVE BEHAVIOURS AND OUTCOMES
Members will promote by example the role of the celebrant and celebrancy in the community.	<ul style="list-style-type: none">• Endeavour to contribute to the ongoing improvement of Celebrants Aotearoa and celebrancy, nationally, locally and personally.
Members will work in a collegial manner with other members of the Association.	<ul style="list-style-type: none">• Treat all members with respect.• Share information and support colleagues in a professional manner.• Respect the intellectual property of their peers and not replicate other celebrants' materials without prior written permission and acknowledgement.• If and when professional differences occur between members, aim to resolve these directly and amicably celebrant-to-celebrant.
Members will act in a manner that upholds the reputation of the Association and the profession of celebrancy.	<ul style="list-style-type: none">• Demonstrate their commitment to Celebrants Aotearoa by adhering to its Rules, Code of Ethics and Professional Standards, and complying with Ongoing Professional Development and other policies.• Recognise and ensure that only the National President or a designated proxy speaks publicly on behalf of Celebrants Aotearoa.• Be proud Members of Celebrants Aotearoa and the celebrant profession.