

GLOUCESTERSHIRE AREA QUAKER MEETING ROLE DESCRIPTION

Registering Officer for Marriages (see [Quaker Faith and Practice Chapter 16](#))

Each Area Meeting appoints a registering officer and may appoint an assistant registering officer.

Their primary responsibility is to oversee the proper procedures and registration of all marriages within the AM to be solemnised according to the usage of the Society.

Experience and qualities needed

- an open and approachable manner
- a clear understanding of the requirements of a Quaker marriage and an eye for detail
- an experienced Friend with a care for the exercise of discernment
- previous participation in and/or understanding of meetings for clearness
- legible, neat handwriting
- access to transport to different parts of the county (occasionally in the evening)

Main responsibilities

1. Meet with couples contemplating marriage as soon as possible after receiving the request and on several more occasions in a spirit of worship and sharing.
2. Arrange meetings for clearness where appropriate.
3. Ensure that the couple are free to marry and are in unity with the religious nature and witness of a Quaker marriage.
4. Provide couples with clear information about the process and procedure and discuss responsibilities for the various arrangements.
5. Liaise with AM clerk and elders and overseers of the relevant LM.
6. Ensure that notices are given on the prescribed paperwork at the appropriate times.
7. Cross-check details received from the superintendent registrar and on the Quaker certificate.
8. Complete the registers on the day of the marriage and provide marriage certificates as requested.
9. Establish a good relationship with the superintendent registrar.
10. Make an annual return to the Area Meeting and Friends House and quarterly returns to the superintendent registrar.
11. Ensure registers and certificates are safely and securely stored (in either the AM's safe at Gloucester meeting house or an alternative fireproof and waterproof safe).

Support and Learning

Considerable support and advice is available from:

- the Recording Clerk's office in Friends House
- experienced registering officers in our own and other Area meetings
- the registering officer's handbook and
- training courses for new registering officers at Woodbrooke.

There is a conference for registering officers every three years organised jointly by Quaker Life and Woodbrooke.

See also:

<https://www.quaker.org.uk/our-organisation/quaker-roles/registering-officers>