

Procedures for replacement of historical documents after gender transition

In 2011, the Trans/gender Diversity Working Group recommended that:

Propose a policy for the replacement of historical documents such as ordination, commissioning and baptismal certificates, when requested by an individual who claims a new gender identity and changes names.

The Transgender advisory group has discussed this recommendation on the replacement of historical documents. The advisory group members shared how important the ability of the church to replace historical documents are to individuals in the midst of a gender transition, as the church offers pastoral care to these individuals. The ability for the church to positively respond to requests for the replacement of historical documents is significant for transgender individuals. The advisory group offers the following procedures that meet legal requirements, but more importantly provide the church with the ability to provide a pastoral and compassionate response to individuals in a gender transition.

A) Commissioning, Ordination and Recognition certificates:

For these denominationally issued certificates, the following procedure applies. When a ministry personnel claims a new gender identity and changes names, they can request a replacement commissioning, ordination or recognition certificate with their new chosen name. The request is made through their Office of Vocation minister. The ministry personnel will provide proof of a legal change of name. The Office of Vocation will verify that the individual is an accredited ministry personnel and will produce a revised certificate with the ministry personnel's new chosen name and the original date of commissioning, ordination or recognition. The certificate will be signed by the current office holders, such as the Moderator or General Secretary or Regional Council chairperson.

B) Baptismal certificate:

For certificates issued by a community of faith, the following procedure applies. When an individual claims a new gender identity and changes names, they can request a replacement baptismal certificate with their new chosen name. The request is made through the community of faith where they were baptized or confirmed or the regional council office if their original community of faith has disbanded. The individual will provide proof of a legal change of name. The individual will need to provide the data of their baptism and the former name used.

The following policy from The United Church of Canada Archives Policy and Procedures Manual applies to these requests:

Due to the personal information in these records, certificates will only be issued to the person to whom the records pertain. This is an adherence to the privacy policy of the United Church of Canada based on the applicable federal and provincial privacy legislation. Exceptions will be made to a specified third party under the following conditions:

- Consent is given from the person to whom the information pertains

- The person(s) to whom the information pertains have been deceased for more than 20 years
 - Parents or legal guardians of children under the age of the 18
- (section 7.7.1 of UCC Archives Policy and Procedures Manual).

i) If the community of faith where the individual was baptized is still active and the baptismal registry still resides with the community of faith, then the ministry personnel uses the baptismal registry to verify that the individual was baptized in the community of faith. A replacement baptism certificate will be issued with the individual's new chosen name, the original date of baptism and signed by the current ministry personnel and current chairperson of the governing body.

The ministry personnel will use a note to alter the individual's chosen name in the baptismal record. If the gender was noted in the baptismal record, a notation can be made of this change provided that the full procedure of correcting gender with the government has already happened, in order to make the documents match. Similar to the United Church of Canada Archives Policy and Procedures Manual, the exact note reads "[field of information i.e. Name/gender] of this record was amended by [ministry personnel name], at [name of community of faith] of The United Church of Canada, [date that the record was amended]" (section 7.7.4 of UCC Archives Policy and Procedures Manual).

To maintain the legal authenticity of the baptismal record because it could be used for legal documentation, ministry personnel need to follow the archival practice of making a note in the registry regarding the changes and NOT blacking out the original record.

ii) If the community of faith where the individual was baptized is still active, but the baptismal registry has been sent to the archives, then the ministry personnel sends a request to the archives to verify that the individual was baptized in the community of faith. The ministry personnel also requests that the baptismal record be altered to note the individual's chosen name in the baptismal record, as well as alter the gender noted in the baptismal record. If the gender was noted in the baptismal record, a notation can be made of this change provided that the full procedure of correcting gender with the government has already happened, in order to make the documents match.

Archives staff will issue a legal transcript of the baptismal record (see appendix for what this looks like).

The archives staff will alter the baptismal record according to the The United Church of Canada Archives Policy and Procedures Manual. The note in the baptismal record will read "[field of information ie. Name/gender] of this record was amended by [archivist name], Central Ontario Archivist, on the authority of [name of minister] at [name of community of faith] of The United Church of Canada, [date that the record was amended]" (section 7.7.4 of UCC Archives Policy and Procedures Manual).

To maintain the legal authenticity of the baptismal record because it could be used for legal documentation, archives staff will follow the archival practice of making a note in the registry regarding the alterations and NOT blacking out the original record.

iii) If the community of faith where the individual was baptized has disbanded and the baptismal registry is at the archives, then regional council staff sends a request to the archives to verify that the individual was baptized in the community of faith. Regional council staff also requests that the baptismal record be altered to note the individual's chosen name in the baptismal record, as well as alter the gender noted in the baptismal record. If the gender was noted in the baptismal record, a notation can be made of this change provided that the full procedure of correcting gender with the government has already happened, in order to make the documents match.

Archives staff will issue a legal transcript of the baptismal record (see appendix for what this looks like).

The archives staff will alter the baptismal record according to The United Church of Canada Archives Policy and Procedures Manual. The note in the baptismal record will read, “[Field of information] amended to read [alterations] on authority on [Regional Executive Minister] at [name of regional council], by letter dated [full date]. Amended by [name of Conference Archivist], Central Ontario Conference Archivist, The United Church of Canada, [date] [Signature of Conference Archivist]” (section 7.7.4 of UCC Archives Policy and Procedures Manual).

To maintain the legal authenticity of the baptismal record because it could be used for legal documentation, archives staff will follow the archival practice of making a note in the registry regarding the alterations and NOT blacking out the original record.

C) Confirmation certificate:

For certificates issued by a community of faith, the following procedure applies. When an individual claims a new gender identity and changes names, they can request a replacement confirmation certificate with their new chosen name. The request is made through the community of faith where they were confirmed. The individual will provide proof of a legal change of name. The individual will need to provide the data of their confirmation and the former name used.

The following policy from the United Church of Canada Archives Policy and Procedures Manual applies to these requests:

Due to the personal information in these records, certificates will only be issued to the person to whom the records pertain. This is an adherence to the privacy policy of the United Church of Canada based on the applicable federal and provincial privacy legislation. Exceptions will be made to a specified third party under the following conditions:

- Consent is given from the person to whom the information pertains
- The person(s) to whom the information pertains have been deceased for more than 20 years
- Parents or legal guardians of children under the age of the 18

(section 7.7.1 of UCC Archives Policy and Procedures Manual).

The ministry personnel will certify that the individual was confirmed in that community of faith and will ensure that the historic roll is altered to note the new chosen name of the individual. A replacement confirmation certificate will be issued with the individual's new chosen name, the original date of confirmation and signed by the current ministry personnel and current chairperson of the governing body.

RECORD OF BAPTISM

NAME: [name]

FATHER'S NAME: [name_of_father]

MOTHER'S NAME: [name_of_mother]

DATE OF BIRTH: [date_of_birth]

PLACE OF BIRTH: [place_of_birth]

DATE OF BAPTISM: [date_of_baptism]

PLACE OF BAPTISM: [place_of_baptism]

OFFICIATING MINISTER: [name_of_minister]

I CERTIFY that this is a true copy of the record of baptism for **[name]** as found in the Baptismal Register of **[church_or_pastoral_charge]**, which Register **[accession]** is kept in the Archives of The United Church of Canada.

10 January, 2019

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