



Application for Licence to Administer the Sacraments

British Columbia Conference – United Church of Canada
4383 Rumble Street, Burnaby, BC, V5J 2A2
604-431-0434 or 1-800-934-0434 bwolff@bc.united-church.ca

You may: (1) Submit this form electronically or (2) download this form and mail to BC Conference UCC, c/o Brenda Wolff, 4383 Rumble Street, Burnaby, BC, V5J 2A2.

In Submitting this form you confirm that the information is accurate, to the best of your knowledge

Ministry Personnel

- All Ordained Ministers, Diaconal Ministers, Ordained Supply and Diaconal Supply, are granted the right to administer the Sacraments upon the completion of the approval of the call or appointment without the need for a Licence to Administer the Sacraments.
- Designated Lay Ministers and Candidate Supply Ministers are granted the right to administer the Sacraments (for the duration of their appointment)
 - upon completion of the General Council of The United Church of Canada education program, "The Theology and Practice of the Sacraments in the United Church of Canada"; and
 - upon application of the Pastoral Charge; and
 - the approval of the Presbytery Executive; and
 - the approval of the Executive Secretary of BC Conference.

Lay People

Lay persons other than Designated Lay Ministers (not Recognized by BC Conference) may be granted the right to administer the Sacraments subject to:

- the satisfaction of the conditions defined for Sacrament Elder in *The Manual*, Section 1.2.4; and
- the approval of Presbytery Executive; and
- the approval of the Executive Secretary upon receipt of the request of the Presbytery.
- A Sacrament Elder may administer the sacraments in their pastoral charge for a twelve (12) month term. The term must be renewed by March 31 of each year by application to BC Conference. The licence automatically ends if a member of the Order of Ministry or Designated Lay Minister is called or appointed to the Pastoral Charge.
- One Sacrament Elder will be licensed per congregation. Application may be made for this restriction to be waived for extenuating circumstances.

Process

- When the supervisor is satisfied that the individual is adequately prepared to exercise a ministry that includes the Administration of the Sacraments, he/she will notify the Presbytery Conference Minister in this regard.
- The Presbytery Executive completes the appropriate section of the Request Form
- The Presbytery Executive forwards the recommendation of Presbytery to the Conference for action.
- The Executive Secretary (or Designate) will grant the Licence and will notify the Applicant, the Pastoral Charge, Presbytery Executive, and the Conference Executive.

Date of Application: _____

Full Name of Applicant: _____ Email: _____

Address: _____

Phone: _____ Cell: _____

Pastoral Charge Supervisor (if applicable) _____ Email: _____

Educational Supervisor (if applicable) _____ Email: _____

Confirmation of "The Theology and Practice of The Sacraments in The United Church of Canada" (or equivalent):

Yes No

Please Check One:

First Time Application (go to Section A) Yearly Renewal (go to Section B)

Section A: First Time Application

Please check one:

- Designated Lay Minister (recognized by conference)
- Designated Lay Minister (not recognized by conference)
- Candidate/Student/Intern Supply
- Sacrament Elder

Is this a BC Conference Pastoral Relations Appointed Position? Yes No

Pastoral Charge: _____ in Presbytery: _____

That the above named person be given permission to Administer the Sacraments with your Pastoral Charge.

- Enclosed is a statement why this person should Administer the Sacraments with your Pastoral Charge
- Enclosed is the Administer the Sacraments from your Pastoral Charge.

Does the Pastoral Charge currently have an Ordered Minister who regularly Administers the Sacraments? Yes No

If yes please list how often (i.e. once a month): _____

Name: Secretary of Official Board (or equivalent) _____ Email: _____

The Pastoral Charge forwards the application to their Presbytery Executive through the Presbytery Conference Minister.

The (Presbytery) _____ confirms that (Name): _____

can Administer the Sacraments with the above named Pastoral Charge for the year: _____ or length of the appointment

Name: _____ Email: _____

Section B: Yearly Renewal

Pastoral Charge: _____ in Presbytery: _____

That the above named person be given permission to Administer the Sacraments with your Pastoral Charge in the year: _____

Name: Secretary of Official Board (or equivalent) _____ Email: _____

The Pastoral Charge forwards the application to their Presbytery Executive through the Presbytery Conference Minister.

The (Presbytery) _____ confirms that (Name): _____

can Administer the Sacraments with the above named Pastoral Charge for the year: _____

Name: _____ Email: _____

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