



BC Conference

The United Church of Canada

Licence to Administer the Sacraments

Adoption Date: October 2016
Modification Date:
Review Date:

Ministry Personnel

1. 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.
2. 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 I.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

1. 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.
2. The Presbytery Executive completes the appropriate section of the Request Form
3. The Presbytery Executive forwards the recommendation of Presbytery to the Conference for action.
4. The Executive Secretary (or Designate) will grant the Licence and will notify the Applicant, the Pastoral Charge, Presbytery Executive, and the Conference Executive.