

Living Skies Regional Council

Sacraments Licensing Policy

The Manual (2019)

I.2.4 License to Administer the Sacraments

I.2.4.1 Policy

The regional council may grant a license to administer the sacraments to

- a) A designated lay minister, candidate supply, diaconal supply, ordained supply, or retired diaconal minister;
- b) Lay people who were serving as a designated lay minister at the time of their retirement and who had been recognized by the regional council as a designated lay minister; and
- c) Members of the communities of faith without a called or appointed member of the order of ministry or designated lay minister. A member holding a license to administer the sacraments is called a “sacraments elder”.

I.2.4.2 Diaconal Ministers

The regional council must grant a diaconal minister a license to administer the sacraments when the diaconal minister is serving in a call or appointment, or are employed in another ministry position. The license will be for the duration of the call, appointment, or other ministry position.

I.2.4.3 Process

The regional council is responsible for making a decision on whether to grant a person a license under section I.2.4.1 above. The community of faith may initiate the process by making a request to the regional council that a license be granted.

I.2.4.4 Terms of the License

License to administer the sacraments have different terms depending on the status of the person who holds the license:

- a) A designated lay minister who has been recognized by the regional council may administer the sacraments within the bounds of the regional council where they are a member for the duration of the appointment.
- b) A candidate or diaconal supply who has been appointed to a community of faith may administer the sacraments in that community of faith for the duration of the appointment.
- c) A member who was serving as a designated lay minister at the time of their retirement and who had been recognized by the regional council as a designated lay minister may administer the sacraments within the bounds of the regional council granting the license. They must act in co-operation with the governing body of the community of faith where they are administering the sacraments.
- d) A sacraments elder may administer the sacraments in their community of faith for a 12 month term that may be renewed. The license automatically ends if a member of the order of ministry or designated lay minister is called or appointed to the community of faith.

LIVING SKIES REGIONAL COUNCIL POLICY ON LICENCES TO ADMINISTER THE SACRAMENTS:

Designated Lay Ministers, Candidate supply, diaconal supply or ordained supply

A license will be granted to ministry personnel who are **candidate supply, diaconal supply or ordained supply** who have completed training for the sacraments within the United Church of Canada through either:

- a course in Worship and Sacraments from a United Church Theological School/Program with a letter of confirmation; or
- a course for sacraments elders given by a recognized body or through a mentor with a letter of confirmation; or
- are serving in a community of faith while engaged in the Admission process (ordained or diaconal supply)

AND who are under appointment to a Pastoral Charge /Community of Faith within Living Skies Regional Council and therefore have all mandatory trainings and credential requirements up to date.

Requests for licensing will be made by motion of the governing board on the prescribed form usually submitted to the Pastoral Relations Minister at the time of initial appointment to a pastoral relationship and/or upon the completion of educational requirements thereafter. These licenses will be specific to the pastoral charge/community of faith that the ministry personnel are serving, and affiliated institutions or events, and will be effective for the duration of the pastoral relationship.

A license will be granted to **Designated Lay Ministers** who have been recognized by the regional council and are under appointment to a Pastoral Charge/ Community of Faith to administer the sacraments within the bounds of Living Skies Regional Council for the duration of the appointment.

Diaconal Ministers Retired or between calls

Diaconal Ministers who are retired or not under a call to a pastoral charge /community of faith or in other ministry employment but who are a Voluntary Associate Minister with a community of faith will be granted a license to administer the sacraments within the bounds of Living Skies Regional Council. The license will be effective so long as the Diaconal Minister has all mandatory trainings and credential matters up to date as per Voluntary Associate Minister policy.

Designated Lay Ministers who were serving within Living Skies Regional Council at the time of their retirement or who are between appointments

Designated Lay Ministers who were serving within Living Skies Regional Council at the time of their retirement or are between appointments but who are a Voluntary Associate Minister with a community of faith will be granted a license to administer the sacraments within the bounds of Living Skies Regional Council. The license will be effective so long as the Designated Lay Minister has all mandatory trainings and credential matters up to date as per Voluntary Associate Minister policy.

Sacraments Elder

Lay members of communities of faith without a called or appointed member of the order of ministry or designated lay minister or other ministry personnel with a license to administer the sacraments will be granted a license for the sacraments in accordance with the policies, processes and requirements outlined by The Manual and the Committee on Lay Leadership Support.

A sacraments elder serves under the direction of the Regional Council Executive through the Committee on Lay Leadership Support. In addition, the pastoral charge supervisor has responsibility for ensuring that the sacraments are administered according to the theology and practice of the United Church of Canada. The license automatically ends with the call or appointment of ministry personnel to the community of faith.

In order to be licensed as a sacraments elder, a lay person is required to complete the following:

- 1) Provide a written recommendation from the governing body of their community of faith;
- 2) Provide a written recommendation from their mentor as outlined in the handbook;
- 3) Complete the “Personal and Professional Boundaries for Church Leaders” course offered by the Office of Vocation (either online or in-person); and
- 4) Complete any process put in place by the Committee on Lay Leadership Support in Living Skies Regional Council, including any documents or interviews. The Committee on Lay Leadership Support will make a recommendation to the Pastoral Relations Minister who is authorized by the Regional Council Executive to make approvals.

A sacraments elder is licensed to administer the sacraments within their community of faith (where their membership is held or in the multipoint pastoral charge), under the direction of the governing body /the region. The sacraments elder must be a member of the governing body while they are serving as a sacraments elder. The sacraments elder may offer sacraments in other places of worship associated with the community of faith (e.g. homes or institutions with an affiliation to the community of faith). The license is valid for a maximum of one year or until the end of that pastoral year (June 30th) and may be renewed at the request of the governing body of the community of faith in accordance with any processes and requirements put in place by the Committee on Lay Leadership Support.

Renewal

It is the role of the governing body of the community of faith to determine when and how the sacraments are administered. The governing body of the community of faith may request the renewal of the license for a lay person provided that there is no called or appointed ministry personnel in place.

Diaconal Ministers in other Ministry Employment

Diaconal Ministers who have all mandatory trainings and credential matters up to date according to the Office of Vocation who notify Living Skies Regional Council through the Pastoral Relations Minister that they are in **ministry employment** other than a Call or Appointment in a pastoral charge/community of faith will be granted a license to administer the sacraments. The license will be effective as long as they remain in the specified employment and all mandatory trainings and credential matters are up to date.