

## **Sacraments Licensing Policy within the Prairie to Pine Regional Council**

(passed by the Prairie to Pine Regional Council Transition Commission on June 04, 2019)

### **The Manual (2019)**

#### **I.2.4 Licenses to Administer the Sacraments**

##### **I.2.4.1 Policy**

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

- 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;
- 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 licence 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 licence 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 licence 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 licence be granted.

##### **I.2.4.4 Terms of the Licence**

Licences to administer the sacraments have different terms depending on the status of the person who holds the licence:

- 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 licence. 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 licence automatically ends if a member of the order of ministry or designated lay minister is called or appointed to the community of faith.

## **PRAIRIE TO PINE REGIONAL COUNCIL POLICY ON LICENSES TO ADMINISTER THE SACRAMENTS:**

Section C.2.9 The Regional Council is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in Pastoral Relations I.2.4

- That within the Prairie to Pine Regional Council ,the responsibility for granting licences to administer the sacraments in section C.2.9 has been assigned to the Pastoral Relations Minister within the policy of The Manual and the policies of the Regional Council ( Motion by Regional Council Commission on November 09, 2018)
- That the following policy was adopted by the Prairie to Pine Regional Council on June 04, 2019 for use in addition to section I.2.4 of The Manual(2019) clarifying the normative practise, process and terms of licences for various persons:

### **Designated Lay Minsters, candidate supply, diaconal supply**

With regard to section I.2.4.1 a) That within Prairie to Pine Regional Council a license WILL NORMALLY be granted to ministry personnel who are **Designated Lay Minsters, candidate supply, diaconal 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/Programs with a letter of confirmation; or
- \* a course for sacraments elders given by a body or through a mentor approved by the Committee on Lay Ministry/Lay Leadership Support with a letter of confirmation

AND who are under appointment to a Pastoral Charge /Community of Faith within the Prairie to Pine Region 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.

### **Retired Diaconal Ministers**

**Retired Diaconal Ministers** who are NOT under an appointment in a pastoral charge /community of faith but who are eligible for appointment having all mandatory trainings and credential matters up to date according to the Office of Vocation and who have demonstrated to the Region that they are in “formal association” with a community of faith through the means specified by the region and/or the Office of Vocation as required by section I.2.5.3 (page 153) WILL NORMALLY be granted a license to administer the sacraments within the bounds of the region in cooperation with the relevant body of the pastoral charge/community of faith through/on which the sacraments are being administered. The licence will be effective so long as the Retired Diaconal Minister meets all the conditions noted above and/or any others required by the Manual or the Prairie to Pine Regional Council.

**Lay persons who were servings as designated lay ministers within the Prairie to Pine Regional Council area at the time of their retirement**

In regard to section I.2.4.1 b) ,That within the Prairie to Pine Region a licence WILL NORMALLY be granted to **lay persons who were servings as designated lay ministers within the Prairie to Pine Regional Council area at the time of their retirement** and who have been recognized by the regional council as designated lay ministers who also:

- Have all mandatory trainings and credential matters up to date according to lists maintained by the Office of Vocation and/or the Prairie to Pine Regional Council Committee on Lay Ministry/Lay Leadership Support AND
- Have their membership within a community of faith within the Prairie to Pine Region and a letter of support for licensing from the governing body of that community of faith

Requests will be submitted to the Pastoral Relations Minister on the prescribed form.

The license will be exercised within the bounds of the Prairie to Pine Regional Council in cooperation with the relevant body of the pastoral charge or Community of faith through/ on which the sacraments are being administered .The licence will be effective so long as the retired designated lay minister meets all the conditions noted above and/or any others required by the Manual or the Prairie to Pine Regional Council.

**Sacraments Elder**

In regard to section I.2.4.1 c That within the Prairie to Pine Regional **Council lay members of the 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 for training and interviews outlined by The Manual and the Prairie to Pine Regional Council Committee on Lay Ministry and Lay Leadership Support.

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

Those applying for initial licencing as sacraments elders must complete a course offered periodically within the Prairie to Pine Regional Council; or through the assistance of a mentor approved by the Committee on Lay Ministry/Lay Leadership Support who will review and discuss the materials in the relevant handbook.

In regard to process section I.2.4.3

- a) In order to be licensed as a sacraments elder, a lay person is required to provide all of the following:
  - 1) A written recommendation from the governing body of their community of faith;
  - 2) AND a written recommendation from the facilitator of the preparatory course or the mentor by the Committee on Lay Ministry/ Lay Leadership Support.

- 3) Complete any process put in place by the Committee on Lay Ministry/Lay Leadership Support in Prairie to Pine Regional Council, including any documents or interviews. The Lay Ministry/Lay Leadership Support Committee will make a recommendation to the Pastoral Relations Minister who is authorized by the Regional Council Executive to make approvals.

A sacraments elder is licenced to administer the sacraments within their community of faith (where their membership is held or on the multipoint pastoral charge), under the direction of the governing body /the region. The sacraments elder must be a member of the governing body when 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 licence is valid for a maximum of one year or until the end of that pastoral year (June 30<sup>th</sup>) 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 Ministry/Lay Leadership Support. Upon initial licensing, the region may recognize a sacraments elder at a service of worship within the community of faith, with participation of a member of the Regional Council.

### **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 licence for a lay person provided that there is no called or appointed ministry personnel in place. A form for renewal has been developed by Committee on Lay Ministry/Lay Leadership support and may be obtained through the Regional Council Office. While request for initial licensing may be processed at any point during the Pastoral Year all licenses will end on June 30. All requests for renewals will be processed by the Pastoral Relations Minister in June in accordance with processes determined by the relevant Committee and timelines made known through the Regional Weekly News.

### **Diaconal Ministers in other Ministry Employment**

**In regard to section 1.2.4.2** That within the Prairie to Pine Regional Council **Diaconal Ministers** who have all mandatory trainings and credential matters up to date according to the Office of Vocation, who notify the 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 ,outline the nature of that employment, and confirmation of the formal association with a community of faith in accordance with section 1.2.5.3 WILL AUTOMATICALLY be added to the list of those licenced to administer the sacraments within the Prairie to Pine Region in accordance with the polity of the United Church of Canada and in cooperation with the relevant bodies within the pastoral charges/communities of faith where they administer the sacraments for as long as they remain in the specified employment and within the Prairie to Pine Region.

The Pastoral Relations Minister at any time can consult with the Prairie to Pine Regional Council Executive on matters related to the licencing for sacraments especially on matters that do not clearly fit within the policy within The Manual or the policies of the Prairie to Pine Regional Council.

## Sacraments Elder Licensing/Re-Licensing Request- Prairie to Pine Regional Council

Name of Community of Faith \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of person for whom license is requested \_\_\_\_\_

Email Address: \_\_\_\_\_ Full member \_\_\_\_ Yes \_\_\_\_ No

Initial Request \_\_\_\_\_ Renewal \_\_\_\_\_ Previously licensed \_\_\_\_\_

If previously licensed, where and when \_\_\_\_\_

Date and location of **initial training** \_\_\_\_\_

Date and location of most recent **refresher training** \_\_\_\_\_

What continuing education related to the administration of the Sacraments would be valuable to you?

\_\_\_\_\_

**Authorization:** Upon motion of the Governing Board/Council /Leadership Team or equivalent on \_\_\_\_\_ (date), we ask that \_\_\_\_\_ be licensed/re-licensed to administer the sacraments.

**Signed (Chair of Board)** \_\_\_\_\_ Email Address or mailing address of Chair \_\_\_\_\_

**Signature of Sacraments Elder** \_\_\_\_\_

**Application supported by Pastoral Charge Supervisor:** \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ (*signature or send email of support to Pastoral Relations Minister*)

**Approved by Pastoral Relations Minister** Yes No \_\_\_\_\_

Date \_\_\_\_\_

Initial licensing approved at any point during the pastoral year. Renewals normally approved mid-June effective July 1.

Those not signing the form can send **emails in support of the application** to ([jhare@united-church.ca](mailto:jhare@united-church.ca))

For more information, please consult *The Manual (2023)* sections I.2.4.1 c and I.2.4.4 d or the *Sacraments Elders Handbook (January 2020)* located at:

[Sacraments Elders \(January 2020\) \(united-church.ca\)](https://united-church.ca/SacramentsElders)

When completed return via email to: [jhare@united-church.ca](mailto:jhare@united-church.ca) mail to: 60 Maryland Street, Winnipeg, MB R3G 1K7

**REQUEST FOR LICENSING FOR SACRAMENTS FOR CANDIDATES  
PRAIRIE TO PINE REGIONAL COUNCIL**

**Section 1 – To be completed by the Local Governing Body of the Pastoral Charge**

Name of Pastoral Charge: \_\_\_\_\_

Name of Individual for whom Permission is requested: \_\_\_\_\_

Name of Pastoral Charge Supervisor or Ministry Personnel in Team:  
\_\_\_\_\_

Individual's Status:

- Candidate for Ordered Ministry
- Candidate for Designated Lay Ministry

Period of Time for which this application is made:

- Duration of the pastoral relationship or portion thereof (Candidates)

\_\_\_\_\_

beginning date

Has this individual had permission previously?

- Yes     No

If so, when? \_\_\_\_\_ In what capacity? \_\_\_\_\_

***Section 2: Educational Requirements Candidates for Ordered Ministry and Designated Lay Ministry (to be completed by governing body or applicant)***

- Course in Worship and Sacraments from a United Church Theological School/Program

Semester Completed: \_\_\_\_\_

[Please attach a letter of confirmation from the Theological School/Program.](#)

AND/OR Completion of training course for sacraments elders

Date completed \_\_\_\_\_ Where: \_\_\_\_\_

[Please attach a letter of confirmation from the course facilitator or a Certificate of Completion](#)

- The Local Governing Body is aware that Candidates are only licensed to preside at sacraments in the pastoral charge where they have been appointed by the Regional Council.

Rationale for this Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does the Local Governing Body carry out its responsibility for oversight of the Administration of the Sacraments?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A motion to forward this request to the Regional Council was approved by the Local Governing Body of the Pastoral Charge at its meeting on \_\_\_\_\_.  
Date of meeting

\_\_\_\_\_  
Signing Officer of the Local Governing Body

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Individual for whom permission is being requested

\_\_\_\_\_  
Date Signed

Application supported by Pastoral Charge Supervisor or Ministry Personnel in Team;

\_\_\_\_\_  
Pastoral Charge Supervisor

\_\_\_\_\_  
Date Signed

Application approved by Pastoral Relations Minister: Yes No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Forward to: Prairie to Pine Regional Council, 60 Maryland Street, Winnipeg, MB R3G 1K7  
Attention: Judy Hare, Pastoral Relations Minister OR email to: [jhare@united-church.ca](mailto:jhare@united-church.ca)