

# The Manual 2019



The United Church of Canada/L'Église Unie du Canada

The Manual, 2019



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## I.2.4 Licences to Administer Sacraments

### I.2.4.1 Policy

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

- a) a designated lay minister, candidate supply, diaconal supply, ordained supply, or retired diaconal minister;

*Members of the order of ministry who have been ordained to the ministry of word, sacrament, and pastoral care do not require a licence to administer the sacraments.*



- 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

*The regional council may recognize a designated lay minister under the policies and procedures that apply to designated lay ministers. See the Designated Lay Ministers resource available from the [General Council Office](#).*



- c) members of 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.”

*There are policies for the qualifications, assessment, and education of lay people to be sacraments elders. See the Sacraments Elders resource available from the [General Council Office](#).*



### I.2.4.2 Diaconal Ministers

The regional council must grant a diaconal minister a licence 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 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.

## Bylaws I. Pastoral Relations

- 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.

### I.2.5 Resource and Support to the Pastoral Relationship

#### I.2.5.1 Consultation on Pastoral Relations Matters

*Each regional council either has a committee or other body responsible for assisting the regional council with pastoral relations matters or provides for this work to be done in some other way.*



Members of communities of faith and ministry personnel may consult the appropriate regional council body for advice about the pastoral relationship.

This is a confidential consultation. The regional council body may not tell anyone that a consultation has taken place, or reveal any of the matters discussed in the consultation. The only exceptions are

- a) if the person consulting the regional council body gives permission to share this information; or
- b) if the regional council body has reasonable concern that the health or safety of any person is at risk. In that case, the regional council body must report the matter to the regional council and, if the health or safety of the ministry personnel is at risk, to the Office of Vocation also.

*Under secular law, there are mandatory requirements for reporting suspected child abuse and, in some provinces, suspected abuse of other vulnerable individuals. These requirements override the confidentiality of any consultation under section I.2.5.1.*



#### I.2.5.2 Pastoral Charge Supervisor

- a. **Appointment:** If a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

- b. **Responsibilities:** The pastoral charge supervisor is responsible for
  - i) supporting any ministry personnel serving the pastoral charge;
  - ii) general supervision of the work of the pastoral charge;