

License to Administer the Sacraments Policy

POLICY NAME: License to Administer the Sacraments Policy	Date Approved:
	Review date:
Purpose: The purpose of this policy is to clarify expectations regarding licences to administer the Sacraments. The Manual 2021 Sections I.2.4 and I.2.5.2 b	

Preamble

This document outlines the Eastern Ontario Outaouais Regional Council's policy regarding licences Sacraments Elders

Policy

1. General Policy

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

The Regional Council:

1. Recognizes that the office of Sacraments Elder is intended to provide a means for communities of faith to receive the sacraments in the absence of a called or appointed minister. The absence of a settled, called or appointed minister on a community of faith does not, in itself, trigger the licensing of a Sacraments Elder.
2. Recognizes the value of inviting ministry personnel to preside at the sacraments. However, when a community of faith is unable to find ministry personnel to preside, a request for a sacraments elder may be considered.

2. Terms of Licence

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. In the case of a multi-point charge, a Sacraments Elder may preside at all points of the pastoral charge.

The requirements to name and licence a lay person as a sacraments elder can be found in the Sacraments Elder Handbook 2021: https://united-church.ca/sites/default/files/handbook_sacraments-elders.pdf

3. Process

1. When there is no ministry personnel appointed/called to a pastoral charge, and there are no ministry personnel available to preside at the sacraments the community of faith may identify an individual whom it believes is suitable to perform the function of Sacraments Elder.
2. At an official meeting of the governing body of the community of faith, the community of faith must pass a motion to request a Sacraments Elder which shall then be submitted to the Pastoral Relations Commission.
3. The request that shall be submitted to the Pastoral Relations Commission details the following:
 - a. The request for a Sacraments Elder, including the reason for the request, the name of the individual requested, and reasons that person would be a suitable Sacraments Elder.
 - b. The date of the meeting of the governing body approving the request; and
 - c. A copy of the motion indicating the mover and seconder (by full name) and the results of the vote.
4. The Pastoral Relations Commission confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place.
5. The Sacraments Elders Workbook will be the principal guide for instruction on the administration of the sacraments. The Pastoral Relations Minister shall be responsible to provide the training. The

training is approximately 16 to 20 hours, timing to be divided between two to four modules with sufficient time between them for reflection.

6. The Pastoral Relations Commission will recommend appointing an ongoing mentor, potentially the pastoral charge supervisor.
7. Upon completion of this process, the Pastoral Relations Commission will bring a motion to the Regional Council Executive for action.