



Application for Licence to Administer the Sacraments

Pacific Mountain Regional Council – The United Church of Canada
6000 Sussex Ave, Burnaby BC V5H 3C2
604-431-0434 or 1-800-934-0434. MLecian@united-church.ca

You may: (1) Submit this form electronically or (2) download this form and mail to Pacific Mountain Regional Council, c/o Marina Lecian, 6000 Sussex Ave, Burnaby, BC, V5H 3C2.

In Submitting this form, you confirm that the information is accurate, to the best of your knowledge

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 an appropriate and approved course of study that covers the Theology and Practice of Sacraments in The United Church of Canada; and
 - upon application of the Pastoral Charge; and
 - the approval from your Regional Minister
 - the approval of the Executive Minister for Pacific Mountain Regional Council.

Lay People

Lay persons other than Designated Lay Ministers (not Recognized by Pacific Mountain Regional Council) 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 Regional Minister; and
- the approval of the Executive Minister upon receipt of the request of the Regional Minister.
- 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 Pacific Mountain Region. 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 Regional Minister in this regard.
2. The Regional Minister completes the appropriate section of the Request Form
3. The Regional Minister then forwards the recommendation to the Pacific Mountain Regional Executive for action.
4. The Executive Minister (or Designate) will grant the Licence and will notify the Applicant, the Pastoral Charge, Regional Minister, and the Pacific Mountain Executive.

Date of Application: _____

Full Name of Applicant: _____ Email: _____

Address: _____

Phone: _____ Cell: _____

Pastoral Charge Supervisor (if applicable) _____ Email: _____

Educational Supervisor (if applicable) _____

Email: _____

Confirmation of an appropriate and approved course of study that covers the theology and practice of sacraments in the United Church of Canada.

☐ Yes ☐ No

Please Check One:

☐ First Time Application (go to Section A) ☐ Yearly Renewal (go to Section B)

Section A: First Time Application

Please check one:

- ☐ Designated Lay Minister (recognized by conference)
- ☐ Designated Lay Minister (not recognized by conference)
- ☐ Candidate/Student/Intern Supply
- ☐ Sacrament Elder

Is this a Pacific Mountain Regional Council Appointed Position? ☐ Yes ☐ No

Pastoral Charge: _____

That the above-named person be given permission to Administer the Sacraments with your Pastoral Charge.

☐ Enclosed is a statement why this person should Administer the Sacraments with your Pastoral Charge

☐ Enclosed is the Administer the Sacraments Policy from your Pastoral Charge.

Does the Pastoral Charge currently have an Ordered Minister who regularly Administers the Sacraments? ☐ Yes ☐ No

If yes, please list how often (i.e. once a month): _____

Name: Secretary of Official Board (or equivalent) _____ Email: _____

The Pastoral Charge forwards the application to their Regional Minister.

The (Regional Minister) _____ confirms that (Name): _____

can Administer the Sacraments with the above-named Pastoral Charge for the year: _____ or ☐ length of the appointment

Name: _____ Email: _____

Section B: Yearly Renewal

Pastoral Charge: _____

That the above-named person be given permission to Administer the Sacraments with your Pastoral Charge in the year: _____

Name: Secretary of Official Board (or equivalent) _____ Email: _____

The Pastoral Charge forwards the application to their Regional Minister.

The (Regional Minister) _____ confirms that (Name): _____

can Administer the Sacraments with the above-named Pastoral Charge for the year: _____

Name: _____ Email: _____

Please forward completed form to mlecian@united-church.ca or mail to Pacific Mountain Regional Council, c/o Marina Lecian, 6000 Sussex Ave, Burnaby, BC, V5H 3C2