

HAMILTON CONFERENCE POLICY
ON THE
LICENSING TO
ADMINISTER THE SACRAMENTS



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Forms:

Application for the Licensing of a:

 Diaconal Minister

 Designated Lay Minister (*recognized by Conference*)/

 Designated Lay Minister (*not yet recognized by Conference*)

 Candidate Supply, Intern Supply, Student Intern, Student Supply
 Or Diaconal Supply

LICENSING TO ADMINISTER THE SACRAMENTS HAMILTON CONFERENCE

THEOLOGICAL BACKGROUND:

Sacramental ministry is part of the ministry of Jesus Christ. The responsibility for ensuring that the Sacraments are administered in a way that is faithful, respectful and responsible rests with the Community of Faith, the Church. The authorization and the authority for the exercising of this ministry also rest with the Church.

For this reason, the Church recognizes and sets apart, through ordination to the Ministry of Word, Sacrament and Pastoral Care, certain individuals from among the Community of Faith who are normally given the responsibility for the celebration and administration of the Sacraments. Thus, authorization for the celebration of the Sacraments rests with the Conference, the court that ordains. It is the Session or its equivalent that has the duty of oversight of the administration of the Sacraments.

Within the life of the Church, there are often times and circumstances in which it is not always possible or feasible to have an ordained person administer the Sacraments. This happens, for example, when a Diaconal Minister is called or appointed to a "solo" paid accountable ministry in a pastoral charge, or when a non-ordered person is so appointed. In such appointments, calls or settlements, the Presbytery has the responsibility to make provision for adequate administration of the Sacraments. Given our Protestant integration of Word with Sacrament, such settlements, calls and appointments open the possibility of Licensing for Sacraments. Thus, upon a request from the Pastoral Charge and Presbytery, Conference may grant a licence to specific non-ordained persons to administer the Sacraments when their ministry involves an accountable "priestly" role.

There are also circumstances in which it might be desirable to have a non-ordained person entrusted with this responsibility even when an ordained person is available. For example, when the administration of the Sacraments is seen as part of the shared function of a team which includes a Diaconal Minister. In such circumstances, upon a request from the Pastoral Charge and Presbytery, Conference may grant a licence to specific non-ordained persons to administer the Sacraments.

This policy permits licensing of non-ordained ministry personnel to administer the Sacraments in a particular Pastoral Charge, Mission or Outreach Ministry at the discretion of the Conference Division of Ministry Personnel and Education, a Commission of the Conference Executive for this work. It is based on The Manual 2007, the evolving traditions and practices within the Conference, and hopefully the wisdom and guidance of the Holy Spirit.

The relevant sections of The Manual 2007 are: Basis of Union 2.16, 2.16.1, 2.16.2; and By-Laws Sections 153 (a) iii, 341 (b) iii, 342 (i), 343 (e), 353, 365 (c), 427.1.

The policy consists of this Theological Introduction, the Process to be followed including a recommended consultation process, and Application Forms which contain the criteria for licensing. Criteria for licensing will differ according to the designation of the person for whom the licence is requested. The licence, if granted, will be for the duration of the call or appointment only, and will be for the administration of the Sacraments only in the specific Pastoral Charge, Mission or Outreach Ministry that makes the request, except for a Designated Lay Minister (Conference recognised cf. Lay Pastoral Minister) who may be licensed within the jurisdiction of the Presbytery.

THE PROCESS:

a) **CONSULTATION and ASSESSMENT:** The Presbytery Pastoral Relations Committee consults with the Pastoral Charge and the potential applicant. This may be done through the Pastoral Supervisor where applicable. The agenda for the meeting will focus on the Administration of the Sacraments and the need/desirability of requesting a licence for the settled/appointed person.

Some items to be discussed are:

- What is the theology of the Sacraments as understood by the Pastoral Charge, Mission or Outreach Ministry and the applicant?
- What are the practices of the employing unit regarding the Sacraments and how do they fit with the understanding of the applicant and/or ministry team? (e.g. private baptisms?)
- Who is currently celebrating the Sacraments with this Pastoral Charge, Mission or Outreach Ministry? How often?
- Who is included in the Celebration of the Lord's Supper? How are persons prepared for Baptism and Confirmation?
- What role do/does the Session and/or the Worship Committee have in planning and administering the Sacraments?
- What educational training in worship and sacraments does the applicant have?
- How will a decision to license or not to license the applicant affect the worshipping life of the community? The applicant? The Presbytery?

b) **PROPOSAL:** Based upon the understandings derived from the meeting, appropriate representatives of the Pastoral Charge, Mission or Outreach Ministry develop a proposal regarding the Administration of the Sacraments. If this includes the desirability of their non-ordained ministry personnel to be licensed to administer the Sacraments, the rationale for such a request should be included in this proposal. With the appropriate form, application is made by the Pastoral Charge to the Presbytery indicating the rationale for its request.

c) **PASTORAL CHARGE REQUEST TO PRESBYTERY:** Once approved by the employing unit, the appropriate Request Form, duly completed, should be forwarded to the Pastoral Relations Convener of Presbytery.

d) **PRESBYTERY RECOMMENDATION TO CONFERENCE:** Presbytery (through its Pastoral Relations Committee) reviews the request and ensures that all requirements have been met. If the request is approved by Presbytery action, all documentation is then forwarded to the Conference Division of Ministry Personnel and Education.

e) **CONFERENCE ACTION:** The Conference Division of Ministry Personnel and Education reviews the request, ensures that all requirements have been met, and makes a

decision. If satisfied that all is in order with the request and persuaded of its merits, the Conference Division of Ministry Personnel and Education completes the "Division of Ministry Personnel and Education" section on the form and forwards its decision to the Conference Executive for information. The decision is also communicated through the Conference Executive Secretary to the Presbytery Pastoral Relations Committee, the applicant, and the employing unit.

APPLICATION FORMS FOLLOW:

Application for Licensing of a Diaconal Minister for the Administration of the Sacraments.

Application for Licensing of a Designated Lay Minister (*recognized by Conference*) (LPM) and Designated Lay Minister (*not yet recognized by Conference*) (LPMiT) for the Administration of the Sacraments.

Application for Licensing of a Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply for the Administration of the Sacraments.

HAMILTON CONFERENCE
Application for the Licensing
of a
DIACONAL MINISTER
for the
Administration of the Sacraments

It shall be the duty of the Conference: "To consider an application from a Presbytery to grant a licence to a Diaconal Minister to administer the sacraments within a specified assignment for the duration of that appointment. Such a licence may be granted where:

- i. the Diaconal Minister is part of a team where the administration of the sacraments is seen as part of the shared function of the team;*
- ii. the Diaconal Minister is the only member of the Order of Ministry on the Pastoral Charge;*
- iii. the Diaconal Minister is involved in pastoral care functions such as chaplaincy in hospitals or other institutions or visitation to shut-ins; or*
- iv. the position description and the needs of the context in some other way are deemed to warrant it."*

[The Manual, 2007 s. 427.1 (a)]

**ANY LICENCE IS GRANTED FOR A SPECIFIC CONTEXT ONLY
AND IS GRANTED ONLY FOR THE DURATION OF THE CALL/APPOINTMENT.**

1. Name of Pastoral Charge/Institution/Ministry:

2. Name of Diaconal Minister: _____

3. Has this DM previously been licensed to administer the sacraments? Yes No
Pastoral Charge/Institution/Ministry: _____
Year: _____

4. Who initiated this application? _____

5. How have the Presbytery and the Pastoral Charge consulted in making this decision?

(over)

6. How does this request meet one or more of The Manual 2007 s.427.1 (a) provisions for licensing?

PLEASE INDICATE RECOMMENDATIONS AND ACTIONS TAKEN**5. PRESBYTERY ACTION**

Presbytery: _____ Date: _____

Approved (If approved, forward to Conference Division of MPE)

Disapproved (If not approved, do NOT forward to Conference)

Signature (Presbytery Secretary): _____

6. DIVISION OF MINISTRY PERSONNEL & EDUCATION:

Approved Disapproved Date: _____

Signature (Division of MPE Chair or Secretary): _____

If disapproved, the reasons for not granting the licence:

7. CONFERENCE ACTION: Received for Information

Signature (Executive Secretary): _____ Date: _____

1997 Record of Proceedings, page E40

2005 Amended

2007 Amended

HAMILTON CONFERENCE
Application for the Licensing of a
DESIGNATED LAY MINISTER
(recognized by Conference) (LPM)
DESIGNATED LAY MINISTER
(not yet recognized by Conference) (LPMiT)
for the Administration of the Sacraments

This application is for the licensing of a Designated Lay Minister (recognized by Conference) or a Designated Lay Minister (not yet recognized by Conference) [The Manual, 2007 s.001, 427.1 (b) & (c)].

A licence to administer the sacraments on a specific Pastoral Charge for the duration of the appointment may be granted by the Conference to a Designated Lay Minister for whom the Presbytery has decided to make application after having received a request from the Session or Church Bpoard or Church Council. In the case of a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.
 [The Manual, 2007 s. 343 (e)]

Designated Lay Minister (recognized by Conference) (LPM)

Any licence to administer the sacraments that is granted to a Designated Lay Minister in Hamilton Conference will automatically be **for licensing within the jurisdiction of the Presbytery** to which the DLM is accountable.

Designated Lay Minister (not yet recognized by Conference) (LPMiT)

Hamilton Conference will consider granting a licence to a Designated Lay Minister whose application has the support of his/her educational supervisor and following satisfactory completion of an educational program in worship and sacraments under the oversight of the Presbytery. At the present time, the worship training in the in-residence training program for LPMiT is an acceptable option for the completing of this requirement.

Any licence to administer the sacraments that is granted to a Designated Lay Minister not yet recognized by Conference is **for the specified pastoral charge only**. After the Designated Lay Minister is recognized by Conference, s/he is required to re-apply for licensing as a DLM (recognized).

IN BOTH CIRCUMSTANCES, THE LICENCE IS GRANTED
FOR THE DURATION OF THE PASTORAL RELATIONSHIP.

1. Name of Pastoral Charge: _____
2. Name of Applicant: _____
3. Describe the consultation between the Presbytery and the Session or equivalent in making this application.
4. Category: DLM (*recognized by Conference*) DLM (*not yet recognized by Conference*)
 For DLM (*not yet recognized*), please sign indicating your support of this application:
 Educational Supervisor: _____
 Pastoral Charge Supervisor: _____

5. Has this DLM previously been licensed to administer the sacraments? Yes No

Pastoral Charge: _____ Year: _____

6. What is the start date of the initial Presbytery appointment of the DLM on the current Pastoral Charge? _____

7. TRAINING

What course in worship, including the administration of the sacraments, has the DLM (not yet recognized) taken?

If no course has been taken, what provision is the Presbytery making for the training of this person?

FOR A DESIGNATED LAY MINISTER (*not yet recognized by Conference*) PLEASE ANSWER THE FOLLOWING QUESTIONS SEPARATELY AND ATTACH TO THIS APPLICATION

8. Description of Ministry Context:

- i) Why do you feel that this Pastoral Charge requires a licensed person on site to administer communion and baptism?
- ii) How will having a person licensed for sacraments on site enhance the ongoing ministry within this Pastoral Charge?
- iii) If this licence is not granted, how will the supervisor and session or equivalent continue to ensure that the sacraments are adequately administered?

PLEASE INDICATE RECOMMENDATIONS AND ACTIONS TAKEN

9. PRESBYTERY ACTION

Presbytery: _____ Date: _____

Approved (If approved, forward to Conference Division of MPE)

Disapproved (If not approved, do NOT forward to Conference)

Signature (Presbytery Secretary): _____

10. DIVISION OF MINISTRY PERSONNEL & EDUCATION:

Approved Disapproved Date: _____

Signature (Division of MPE Chair or Secretary): _____

If disapproved, the reasons for not granting the licence:

11. CONFERENCE ACTION: Received for Information

Signature (Executive Secretary): _____ Date: _____

HAMILTON CONFERENCE
Application for the Licensing
of a
CANDIDATE SUPPLY, INTERN SUPPLY,
STUDENT INTERN, STUDENT SUPPLY,
OR DIACONAL SUPPLY
for the Administration of the Sacraments

This application is for the licensing of a Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply (as defined in The Manual 2007 s.001)

It shall be the duty of the Conference to consider an application from a Presbytery to grant a licence to a ...Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply in a Presbytery Appointment to administer the sacraments on a specific Pastoral Charge for the duration of their appointment. [The Manual 2007 s. 427.1 (b)]

Where a Pastoral Charge is so served, it is the responsibility of the Presbytery Pastoral Relations Committee to recommend to Presbytery the appointment of an appropriate supervisor whose responsibilities include ensuring the proper administration of the sacraments. [The Manual 2007 s.341]

A licence for sacraments may be granted by the Conference to a supply minister or intern on application by the Presbytery in which the Pastoral Charge is located. [The Manual 2007 s.353 and s.427.1(b)]. Such application will normally be initiated by the pastoral charge in consultation with the pastoral relations committee of the Presbytery.

ANY LICENSE IS GRANTED FOR A SPECIFIC CONTEXT ONLY.
IT MUST BE RE-APPLIED FOR AND RENEWED ANNUALLY.

1. Name of Pastoral Charge: _____

2. Name of Applicant: _____

If a Intern Supply, Student Intern, Student Supply or Minister-in-Training, _____ number of years of theological education completed: _____

3. This is an initial application: This is an application for renewal:

4. Please sign indicating your support for this application:
 Pastoral Charge Supervisor: _____

5. Who initiated this application? _____

6. How have the Presbytery and the Pastoral Charge consulted in making this decision?

7. **TRAINING**

What course in worship, including the administration of the sacraments, has the applicant taken?

If no course has been taken, what provision is the Presbytery making for the training of this person?

PLEASE ANSWER THE FOLLOWING QUESTIONS SEPARATELY AND ATTACH TO THIS APPLICATION

8. DESCRIPTION OF MINISTRY CONTEXT

Why do you feel that this Pastoral Charge requires a licensed person (or an additional licensed person) on site to administer communion and baptism?

If this is an INITIAL application, how will having a person (or additional person) licensed for sacraments on site enhance the ongoing ministry within this Pastoral Charge? If this application is a RENEWAL, how has this on site presence (or additional on site presence) enhanced the ministry?

If this licence is not granted, how will the supervisor and session or equivalent continue to ensure that the sacraments are adequately administered?

PLEASE INDICATE RECOMMENDATIONS AND ACTIONS TAKEN

12. PRESBYTERY ACTION

Presbytery: _____ Date: _____

Approved (If approved, forward to Conference Division of MPE)

Disapproved (If not approved, do NOT forward to Conference)

Signature (Presbytery Secretary): _____

13. DIVISION OF MINISTRY PERSONNEL & EDUCATION:

Approved Disapproved Date: _____

Signature (Division of MPE Chair or Secretary): _____

If disapproved, the reasons for not granting the licence:

14. CONFERENCE ACTION: Received for Information

Signature (Executive Secretary): _____ Date: _____