

**SASKATCHEWAN CONFERENCE POLICY
SACRAMENTS AND MARRIAGE**
(Revised – November 4th, 2016)

THE MANUAL (2013)

D.2.9 Licence to Administer the Sacraments

The Conference 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 sacraments elders, as set out in I. Pastoral Relations 2.4.

I. 2.4 Licences to Administer Sacraments

2.4.1 Policy

The Conference may grant a licence to administer the sacraments to

- (a) any ministry personnel other than an ordained 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 appropriate court as a designated lay minister; and*
- *The presbytery 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 congregations without a settled 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.*

2.4.2 Process

The presbytery is responsible for recommending to the Conference that a person be granted a licence. The pastoral charge may initiate the process by making a request to the presbytery that a licence be granted.

The Executive Secretary (or such other staff person designated by the Executive Secretary) is authorized to administer this Policy on behalf of the Conference Executive which specifically includes the power to grant Licences to Administer the Sacraments on its behalf.

2.4.3 Terms of Licence

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

- (a) A diaconal minister may administer the sacraments in the presbytery where they have been settled or appointed, for the duration of the settlement or appointment.*
- (b) A designated lay minister who has been recognized by the appropriate court may administer the sacraments in the presbytery where they are a member for the duration of the appointment.*
- (c) A candidate or diaconal supply who has been appointed to a pastoral charge may administer the sacraments in that pastoral charge for the duration of the appointment,*
- (d) A member who was serving as a designated lay minister at the time of their retirement and who had been recognized by the appropriate court as a designated lay minister may administer the sacraments within the presbytery that recommended them for a licence. They must act in co-operation with the governing body of the pastoral charge where they are administering the sacraments.*
- (e) A sacraments elder may administer the sacraments in their pastoral charge 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 settled in or appointed to the pastoral charge.*

DIACONAL MINISTERS:

It is the policy of Saskatchewan Conference that Diaconal Ministers be licensed to conduct the sacraments within Saskatchewan Conference at the beginning of their first pastoral relationship. Such license will continue in effect throughout all ensuing calls or appointment within the Conference, and, all licenses to Administer the Sacraments in favour of Diaconal Ministers existing as at May 9th, 2015, be deemed to authorize them to conduct the sacraments within Saskatchewan Conference throughout all ensuing calls or appointments.

DESIGNATED LAY MINISTERS:

The Designated Lay Ministers Policy and Procedures Handbook (September, 2010) indicates at page 11 (as to those who are in the Applicant Stage and have arranged for a Presbytery appointment):

The presbytery/district may, upon receipt of a request from the Official Board (or equivalent), make an application to the Conference for the applicant to be licensed to administer the sacraments on the pastoral charge to which he or she is appointed for the duration of the appointment.

And at page 12 (as to those who have entered the Recognition Stage and have arranged for a Presbytery appointment):

The presbytery, upon receipt of a request from an Official Board (or equivalent), may make an application to the Conference for a recognized designated lay minister to administer the sacraments. The licence authorizes the designated lay minister to preside at the sacraments within the jurisdiction of the presbytery to which the designated lay minister is accountable.

As to those who are retired, the Handbook also indicates at page 13:

Retirement

Designated lay ministers who at the time of their retirement are serving in a presbytery appointment are retained on the roll of presbytery and may, at the request of the presbytery, be granted a licence to administer the sacraments by the Conference within the jurisdiction of the presbytery, in cooperation with an Official Board (or equivalent).

The practice, however, in Saskatchewan Conference is to grant a License to Administer the Sacraments to all retired Designated Lay Ministers within the bounds of their Presbytery, regardless of whether they have a current appointment.

DISCONTINUED SERVICE LIST:

3.3.5 Consequence of Name Being Placed on the Discontinued Service List (Disciplinary) or (Voluntary)

Those whose names have been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary) are not recognized as ministry personnel of the United Church. Their names are removed from the rolls of the presbytery and of the Conference.

They may not perform the functions of ministry in the United Church, with one exception: the Conference may decide to allow a person whose name is on the Discontinued Service List (Voluntary) to perform one or more specific functions of ministry.

They are not eligible for appointment to a pastoral charge or other presbytery- recognized ministry, with one exception: the presbytery or Conference may require a person to serve in an appointment as part of the readmission process

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ORDAINED AND DIACONAL SUPPLY:

The presbyteries need **not** apply to the Conference for sacramental privileges on behalf of Ordained Supply whose ordination is recognized and accepted by the United Church. A Diaconal Supply whose commissioning to the diaconal ministry of education, service, and pastoral care is recognized and accepted by the United Church may be recommended by the Presbytery to the Conference for authorization to administer the sacraments.

DIACONAL MINISTERS, DESIGNATED LAY MINISTERS, CANDIDATE SUPPLY, INTERN SUPPLY, STUDENT SUPPLY, SACRAMENTS ELDERS:

- (1) An individual for whom an application is being made as a Designated Lay Minister, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Sacraments Elder shall have completed a period of instruction related to the sacraments within the polity of the United Church, normally provided by, or arranged for by, that person's supervisor. The individual must be deemed by Presbytery to hold a theological position in essential agreement with that of The United Church of Canada, and is recommended by the Presbytery to be licensed to administer the sacraments.
- (2) The congregation or pastoral charge applies in writing to the Presbytery, providing background information and reasons for the request.
- (3) The Presbytery applies using the form designated for this purpose to the Conference Executive, through the Executive Secretary, with its assessment of the pastoral charge's application if in support of the pastoral charge request.
- (4) The Conference Executive makes a decision regarding each application and notifies, through the Executive Secretary, the applicant and the presbytery and requests that they notify the pastoral charge of the decision.
- (5) When a Presbytery forwards to Conference a request that a member of the Order of Ministry be left without appointment, the Presbytery shall recommend to the Conference whether any limitation should be placed on each of the functions of the person, and what, if any, these limitations should be.

SACRAMENTS ELDERS:

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. The current resource is the Sacraments Elders Handbook (August, 2013) [Procedures for Application to Administer the Sacraments](#)

The following is the process which specifically applies to Sacraments Elders where it is different from the procedures which appear above:

- (1) A Sacraments Elder must be a member of The United Church of Canada, a member of the Session Church Board or Church Council of the Pastoral Charge, and is recognized in that Pastoral Charge as a person of faith, wisdom and theological depth.
- (2) The Church Board, Council or Session will choose that person in consultation with the Presbytery.

- (3) The person will have completed the Sacraments Course of Saskatchewan Conference (available from the Conference office and requires reading of books and articles, writing of papers and reflective conversation with an educational supervisor).
- (4) The Presbytery will name an educational supervisor to work with the prospective Sacraments Elder.
- (5) When the prospective Sacraments Elder and her/his supervisor believe that the work has been completed, the supervisor will report that to the Presbytery. The Presbytery will recommend to the Conference Executive that the person be licensed as a Sacraments Elder.
- (6) The Sacraments Elder may offer the sacraments in the church and other places of worship (for example, communion in homes or hospitals) associated with the Pastoral Charge.
- (7) The license of a Sacraments Elder is normally for a term of 12 months, but the Presbytery may, subject to The Manual, Section 347 (e) and (f) request the Conference to renew the license for a further term.
- (8) In the situation of a multiple point pastoral charge, a license to administer the sacraments may be granted in favour of more than one person per congregation. (Conference Sub-Executive meeting of September 23rd, 2011, Page B-008)
- (9) It is the practice of Saskatchewan Conference to have all licenses for sacramental privileges in favour of sacraments elders end on June 30th of each year. This makes it easier for the Conference and the Presbytery to administer the licenses that are granted. As a result, the sacraments elder must re-apply for July 1st of the next year.

Procedures for Application to Perform Marriages

- (1) Licenses to perform marriages are arranged for by the Executive Secretary for all ordained and diaconal persons (including Ordained Supply and Diaconal Supply) and all Designated Lay Ministers as soon as they are called or appointed within the Conference. Licenses for Student Interns, Candidate Supply, Student Supply and Intern Supply are arranged for by the Executive Secretary upon appointment or placement.
- (2) The licenses of ordained or diaconal persons and the licenses for Designated Lay Ministers who are left without appointment and the licenses of retired ordained or diaconal ministers or Designated Lay Ministers will be kept in effect unless the presbytery or the individual requests otherwise, or the Conference Executive deems it advisable that the license be revoked.

- (3) When considering a request for a temporary license to perform a marriage within the Province of Saskatchewan from ministry personnel who are members of a Conference other than Saskatchewan Conference, the Executive Secretary shall enquire whether the applicant has completed the mandatory Racial Justice and Sexual Abuse Prevention and Response Trainings. Until the Executive Secretary receives proof that the applicant has completed such trainings, then the applicant's request shall not be approved.

Approved as Policy for Saskatchewan Conference by the Conference Executive on February 13th, 2015, and revised by the Conference Executive on May 9th, 2015, and November 4th, 2016.