



## Alberta and Northwest Conference The United Church of Canada

### Request for Permission to Administer the Sacraments

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#### Section 1 – To be completed by the Local Governing Body of the Pastoral Charge

Name of Pastoral Charge: \_\_\_\_\_

Name of Individual for whom Permission is requested: \_\_\_\_\_

Individual's Status:

- Candidate for Ordered Ministry
- Designated Lay Ministry-Applicant
- Applicant for sacraments elder

Period of Time for which this application is made:

- Duration of Appointment (Candidates) \_\_\_\_\_
- 12 months (sacraments elder) \_\_\_\_\_ to \_\_\_\_\_  
beginning date ending dates

Has this individual had permission previously?

- Yes  No

Completion of Educational Requirement:

#### *Candidates for Ordered Ministry and Designated Lay Minister-Applicants*

- Course in Worship and Sacraments from a United Church Theological School/Program  
Semester Completed: \_\_\_\_\_

Please attach a letter of confirmation from the Theological School/Program.

- The Local Governing Body is aware that Candidates and Designated Lay Minister-Applicants are only licensed to preside at sacraments in the pastoral charge where they have been appointed by Presbytery.

#### *Applicant for Sacrament Elder*

- Sacraments Elder Course of Study

Date of Completion: \_\_\_\_\_

- Name of Presbytery sacraments elder mentor: \_\_\_\_\_  
For first time applications, please attach a brief report from the Presbytery Mentor as submitted to Presbytery.
- The Local Governing Body of the Pastoral Charge confirms that the applicant is both a full member of The United Church of Canada, and a member of the Local Governing Body of the Pastoral Charge.
- The Local Governing Body is aware that sacraments elders are only licensed to preside at sacraments in the pastoral charge where they are a member. The role is voluntary; in other words, there is no compensation for service.

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Rationale for this Request:

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How does the Local Governing Body carry out its responsibility for oversight of the Administration of the Sacraments?:

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A motion to forward this request to Presbytery was approved by the Local Governing Body of the Pastoral Charge at its meeting on \_\_\_\_\_.  
Date of meeting

\_\_\_\_\_  
Signing Officer of the Local Governing Body Date Signed

\_\_\_\_\_  
Individual for whom permission is being requested Date Signed

**Section 2 – To be Completed by the Secretary of Presbytery**

Name of Presbytery: \_\_\_\_\_

*For sacraments elder application:*

Date of initial assessment of suitability: \_\_\_\_\_

Date of re-assessment of suitability following course of study: \_\_\_\_\_

How does Presbytery provide ongoing educational and peer support to sacraments elders?

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*For all Applications*

Name of Pastoral Charge Supervisor: \_\_\_\_\_

Presbytery approved a motion to concur with this request and forward it to Conference at its meeting on \_\_\_\_\_.  
Date of meeting

\_\_\_\_\_  
Presbytery Secretary Date Signed

***Presbytery forwards request to Conference, attn: Conference Personnel Minister.***