

# ✓ CHECKLIST: Home Communion Ministry: Permissions & Protocols

## 1. Parish Preparation

Parish must discuss and study the practice of lay distribution before requesting permission. A congregational meeting is recommended to ensure understanding and support.

Submit a request\* to the Bishop including:

- ☐ Description of parish preparation.
- ☐ How this ministry is communicated to parishioners receiving Home Communion.
- ☐ Information about the character, calling and competency of the lay minister(s) requesting licensing.

## 2. Rector's Authorization (or Priest-in-charge)

- ☐ Rector must authorize the distribution each time Communion is offered.
- ☐ Preferably, Communion is distributed on the same day as the parish Eucharist.
- ☐ Elements should be taken directly from the parish celebration, reinforcing the connection to the gathered community.

## 3. Licensing Lay Distributors

- ☐ Lay distributors may be Licensed Lay Ministers and other trusted parish lay people.
- ☐ Apply\* for the specific license for ***Administration of Communion from the Reserved Sacrament*** (not included in standard licenses).
- ☐ License is valid for 3 years and renewable with written request from Rector and Parish Council.

## 4. Requirements for Lay Distributors

- ☐ Must be acknowledged by the congregation and approved by Parish Council.
- ☐ Provide a Criminal Record and Vulnerable Sector Check.
- ☐ Comply with SaferChurch policies for home visits.
- ☐ Be a regular communicant, at least 16 years old, and sincere in faith.
- ☐ Be commissioned publicly and receive the Bishop's license during worship.
- ☐ Have pastoral skills and be willing to serve as part of a ministry team.

\* A Bishop's request form is included with this package.

