

# **Eucharistic Minister**

(previously Altar Lay Eucharistic Minister)

## **Description, Role and Authority**

The Eucharistic Minister is licensed to administer the chalice at a Celebration of Holy Eucharist. He or she should demonstrate an understanding of and respect for the Eucharistic practices of the church.

- The Eucharistic Minister is a confirmed communicant in good standing who functions with the permission of the Bishop and under the direction of the congregation's Rector.
- Once licensed, the Eucharistic Minister functions solely at the discretion of the Rector and is licensed to assist with the distribution of wine during the Holy Eucharist services. The license is only valid for the congregation in which the Eucharistic Minister is a member at the time of licensing.
- The Eucharistic Minister, under the direction of the Rector, will pursue continuing education.

## **Training**

The applicant for Eucharistic Minister will be trained and found competent to the Rector's satisfaction in the following areas:

- Understanding the service of Holy Eucharist
- Understanding the names and uses of altar vessels and linens, and liturgical space
- Ability to administer the chalice or by intinction
- Sensitivity to people with special needs

Competency in these areas could be demonstrated by one of the following, either of which should offer approximately two hours of training and practice.

- Completion of clergy or lay led practice sessions
- Participation in an instructed Holy Eucharist led by clergy

Also recommended: Choose one book to read and discuss from the category Introduction to Anglican Christianity (see Study Bibliography)

## **Application for a License**

- The Rector should send the Eucharistic Minister Application to the Executive Assistant to the Canon to the Ordinary in the Office of the Bishop.
- Forms to request or to renew these licenses are available at [http://www.coloradiocese.org/04\\_ministrysupport/commissiononministry.html](http://www.coloradiocese.org/04_ministrysupport/commissiononministry.html) or by phoning the Office of the Bishop at 303-837-1173.
- The Rector shall request that the Eucharistic Minister's license be

renewed every three years.

- The license can be revoked by the Bishop upon request of the Rector.

### **Documentation**

The Rector will maintain a confidential personnel file for the Eucharistic Minister which shall contain the following:

1. Documentation of training, examination and competency in the areas listed above in "Training"
2. A copy of the application sent to the Bishop by the Rector
3. A copy of the certificate from the Bishop licensing the person to be a Eucharistic Minister



# Eucharistic Minister

**To Bishop Robert O'Neill:**

As the Member of the Clergy or other leader exercising oversight of

\_\_\_\_\_ , I am requesting a  
Congregation \_\_\_\_\_ Location \_\_\_\_\_

license for \_\_\_\_\_  
Title \_\_\_\_\_ Full Name \_\_\_\_\_

to serve in our congregation as an Eucharistic Minister, administering the chalice at a celebration of Holy Eucharist.

He/She was confirmed/received into the Episcopal Church

at \_\_\_\_\_ on \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_

He/She attended the required training:

Eucharistic Minister \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_

If this is a renewal, please provide a brief description of the continuing education.

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that this applicant is baptized, is a confirmed or received adult communicant in good standing, has been appropriately trained per diocesan policy, and is a fit and responsible person to be a Eucharistic Minister in this congregation.

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_

\_\_\_\_\_  
Licensee Address \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_

**Send this form to:**  
Executive Assistant to the Canon to the Ordinary  
The Office of the Bishop  
1300 Washington Street  
Denver CO 80203-2008