



THE BISHOP IN CANTERBURY
The Right Reverend Trevor Willmott, Bishop of Dover

ADMINISTRATION OF HOLY COMMUNION IN CHURCH

I intend to continue the practice of devolving to Parish Priests in consultation with their PCCs the right to authorise on my behalf those who may assist in the administration of Holy Communion in Church. Please therefore note the following carefully, and then ensure that it is kept on file.

Canon B12 requires that no person shall distribute the Holy Sacrament of the Lord's Supper to the people unless they shall have been ordained, or specially authorised to do so by the Bishop.

Parish Priests who require assistance of lay people for this purpose may act on behalf of the Bishop and authorise such people to do so. Where a parish is in interregnum, the Churchwardens may act in the place of the incumbent, consulting the Bishop where necessary.

The attached form should be completed and copied. One copy should be given to the person authorised and the other kept among the parish records.

Before authorising any person, Parish Priests should ensure that:

- ❖ They are regular communicants in the benefice
- ❖ They are acceptable to the congregation and to the incumbent¹
- ❖ Their names have been accepted by a formal resolution of the PCC
- ❖ They have received appropriate training³

Before signing the form, Parish Priests should ensure that:

- ❖ It is clearly stated whether or not the person authorised can take the Reserved Sacrament to the sick or housebound in their home
- ❖ Authorisation is only be given for a limited period of up to three years², after which fresh authorisation, resolution etc will be needed.

Authorisation to conduct a Service of Communion by Extension or to be the principal administrator of the Sacrament at such a service is reserved to the Bishop and is not part of this provision.

+ Trevor
November 2017

¹*It is perfectly acceptable for the Bishop to be asked to give authorisation direct in cases where it may be helpful for the priest to be distanced from a difficult decision.*

²*Authorisation will need to be renewed ready for January 1st 2018, 2021. A reminder will be issued by the Bishop's Office.*

³*Incumbents should ensure that those authorised understand not only the physical mechanics of administering Holy Communion, but some of the teaching of the Bible and the Church of England about the sacrament.*



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**AUTHORISATION TO ASSIST IN THE DISTRIBUTION OF THE
SACRAMENT DURING SERVICES OF HOLY COMMUNION**

Following the consent of the Parochial Church Council(s),

.....

is authorised
to assist in the distribution of the Sacrament during Services of Holy Communion within the
Parish/Benefice of

.....

when invited to do so by the parish priest {or Churchwardens during a vacancy
or when the priest is not available} until December 31st 2020

This authorisation does / does not * extend to the taking of the Reserved Sacrament to the sick
and housebound in their own homes.

***This authorisation does not include permission to conduct a
Service of Communion by Extension,
nor to be the principal administrator of the Sacrament at such a service.***

Signature of the Parish Priest on behalf of the Bishop

Signature of the PCC Secretary on behalf of the PCC

Date.....

* delete as appropriate