

# **EUCCHARISTIC ASSISTANTS**

## **Guidance and Guidelines**

### **Diocese of Manchester**



**Version 1.3 - November 2021**

## **Eucharistic Assistants in the Diocese of Manchester: Guidance & Guidelines**

Those who administer Holy Communion alongside the priest do so with the permission of the Diocesan Bishop.

As a result of recent changes to Guidelines (*Guidance: Administration of Holy Communion Regulations 2015*), there is now a distinction between those who hold an authorisation for administration at Public Worship, and what is referred to as a "General Authorisation to administer.

### **Summary of guidance issued by the Legal Office, Church House, Westminster** (*Guidance: Administration of Holy Communion Regulations 2015*)

#### *Authorisation*

The Diocesan Bishop is able to delegate authorisation of Eucharistic Assistants (EA's) to certain others. (The Bishop has chosen not to do so.)

In a cathedral, authorisation is given by the Dean with the consent of the Chapter.

Any application to the Bishop for authorisation in a parish can only be made by the relevant incumbent, priest-in-charge or (in the case of a parish vacancy) area dean.

The consent is required of the PCC (in a parish context) or the head teacher (if authorisation is for a child in a church school context).

The relevant incumbent, priest-in-charge or (in the case of a parish vacancy) area dean must keep under review the authorisations given in the parish.

Any regular communicant of the Church of England who is in good standing may be authorised.

#### *General authorisation or for the purposes of public worship only*

General authorisation is required for the distribution of Communion in private homes or institutions. Those who have authorisation for Public Worship are **not** authorised to take Communion to private homes or institutions.

#### *Authorisation of children*

Children who are regular communicants in the Church of England and who are either confirmed or who have been admitted to Communion under the Admission of Baptized Children to Holy Communion Regulations 2006 may be authorised.

Children may only be authorised for the purposes of public worship, and/or Eucharists in a church school.

#### *Safeguarding*

No one may be authorised about whom there are known safeguarding concerns (e.g. subject to a safeguarding agreement)

Those given general authorisation must have been safer recruited.

Anyone given general authorisation should be aware of safeguarding policies and must have undergone suitable safeguarding training before acting upon the authorisation.

## Diocesan Guidelines

### General

Authorisation is always for the administration of both bread and wine, though it may be the custom in some parishes for clergy normally to administer the bread.

Readers and clergy are automatically authorised to administer the sacrament.

While it is considered good practice for ALMs to be put forward for authorisation for Public Worship, they are not authorised by virtue of their ALM Commission.

### Nomination of ministrants for Public Worship

It is for the incumbent/ priest-in-charge to nominate those whom s/he supports, with the agreement of the PCC.

No-one with regard to whom there are known safe-guarding concerns may be authorised.

After the names have been agreed by the PCC they should be sent to the Administrator. She will arrange for a certificate of authorisation to be sent from the Bishop to the incumbent/ priest-in-charge with the names of all who have been authorised. This authorisation is for a fixed duration – over a cycle of four years all parishes in each archdeaconry are required to update the list and seek new authorisation.

It is for the incumbent to ensure that those nominated have a good understanding of the role and sacramental ministry they are taking on, both what it is about, and how to minister reverently and appropriately. The incumbent should arrange therefore for suitable training and supervision.

*[This process is no different from the current process, save that the incumbent/ priest-in-charge must be sure there are no known safeguarding concerns about any one put forward; also, during an interregnum, the process falls to the area dean. It should also be noted that children who are regular communicants in the Church of England may be put forward for authorisation: they should either be confirmed or have been admitted to Communion.]*

### Nomination of ministrants in Schools

Where a Eucharist is held in a church school, the Incumbent/ Priest-in-Charge may, with the consent of the Head Teacher, seek authorisation as a Eucharistic Assistant for any child who is a regular communicant in the Church of England, having been either confirmed or admitted to Communion. This authorisation is solely for administering Communion in the school and should be renewed annually; if such a Eucharist is held in a parish church, then the consent of the PCC is required.

The incumbent should include the names of any such children on the second part of the Nomination Form (a template is provided at the back of this document).

### Nomination of ministrants for a General Authorisation

Where the PCC and incumbent have agreed that there are those people (other than clergy and Readers) who might be involved in administering communion in residential homes, or to individuals in their own homes, there is a requirement for a more thorough process of authorisation. They should **not** be administering in these places **until** they have received a General Authorisation.

Normally they will already be authorised for Public Worship, and if they are not they must be so nominated and authorised.

Also: -

They **MUST** be safely recruited to this role, which means there needs to be a clear role agreed for them.

They **MUST** have a current DBS check, if they are to take Communion to an individual *either* more than once a week *or* more than four times in any month. If they need a DBS, then this needs to be done before an authorisation will be granted

The Authorisation will be time-limited and dependent on the person holding a Public Worship Authorisation in the parish. The Authorisation is also geographically limited to the parish and, where additional, the addresses of those who are listed on the parish's electoral roll.

The separate Nomination Form for applying for a General Authorisation is at the back of this document.

### **Review and Renewal of Certificates**

Each year all the parishes in a particular archdeaconry selected successively are notified to re-submit the names of all who have been put forward as Eucharistic Assistants, and a new Certificate is sent to the parish. This is a good chance for the parish to consider whether others should be asked to take on the role, either as well as or instead of, those who have had the privilege and responsibility of this ministry for a while.

Parishes can of course nominate new people for the role at any time and – if they do so – they should send the names of those who have been nominated to the Administrator, who will arrange for a new certificate to be sent.

### **Data**

The Administrator holds only the names of those nominated and the parish within which they are nominated, and this is shared with Bishops court for the provision of the certificates. No contact details are held by the Administrator. It is therefore important that the incumbent and PCC ensure that those nominated are aware of training or further information.

# Nomination Form – Administration at Public Worship

## Declarations

I request that those named in this application are authorised as Eucharistic Assistants, who I confirm are in good standing and regular communicants of the Church of England.

\*\* (insert first name and surname of each person here)

\*\*

The Parochial Church Council gave its consent for those indicated to be Eucharistic Assistants at its meeting on:

*Insert date:*

All the above details are true to the best of my belief, and I declare that there are no safeguarding concerns known to me relating to any of those being nominated for authorisation, and none is subject to any safeguarding agreement.

I shall ensure that all Eucharistic Assistants receive training appropriate to their role.

Signed:

Print name:

*Incumbent / Priest-in-Charge / Area Dean (delete as applicable)*

Date:

Parish

Deanery

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*Declaration by Head Teacher for those under 18 years of age requesting authorisation in the context of a church school:*

I give my consent for those children indicated to be granted authorisation as Eucharistic Assistants in my church school.

\*\* (insert first name and surname of each child here)

\*\*

Signed:

Print name:

Head Teacher of

*(name of church school)*

Date:

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## Notes

*Under 18 years old:* children who are regular communicants may be authorised if they are confirmed or admitted to Communion prior to confirmation in accordance with Diocesan policy. Children who are Eucharistic Assistants are only permitted to distribute Communion at public worship, or in their Church School with the consent of the Head Teacher given above. *Consent given by the PCC* is needed in all cases except where authorisation is solely for a child in a church school. *Consent given by the Head Teacher* is needed for any child to be authorised in a church school.

*This form should be returned to:*  
Secretary to the Bishop of Manchester  
Bishopscourt  
Bury New Road  
Salford M7 4LE

*or emailed to:*  
[sec@manchester.anglican.org](mailto:sec@manchester.anglican.org)

## Nomination Form for those seeking General Authorisation

### Declarations – please tick to confirm

- I request that those named in this application receive a General Authorisation.
- I confirm that they are already holding Public Worship Authorisation.
- I declare that there are no safe-guarding concerns known to me relating to any of those being nominated for authorisation, and none is subject to any safeguarding agreement..
- I confirm that they are in good standing and regular communicants of the Church of England.
- I confirm that they have been safely recruited (including DBS check if required), according to the Safer Recruitment Guidelines in the Diocesan Safeguarding Policy and Procedures.
- I confirm that they will receive appropriate training so that they minister pastorally and professionally in this role.

Names *(insert first name and surname of each person below)*

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\*\*

The Parochial Church Council gave its consent for them to have a General Authorisation at its meeting on:

*Insert date:*

All the above details are true to the best of my belief.

I shall ensure that all Eucharistic Assistants receive training appropriate to their role.

Signed:

Print name:

*Incumbent / Priest-in-Charge / Area Dean (delete as applicable)*

Date:

Parish

Deanery

*This form should be returned to:  
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Bishopscourt  
Bury New Road  
Salford M7 4LE*

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