



— Diocese of —  
**Hereford**

Proclaiming Christ + Growing Disciples

**The Bishop of Hereford**  
**The Right Reverend Richard Jackson**  
The Bishop's House • The Palace • Hereford • HR4 9BN  
t: 01432 271355  
e: [bishop.hereford@hereford.anglican.org](mailto:bishop.hereford@hereford.anglican.org)  
[www.hereford.anglican.org](http://www.hereford.anglican.org)

15 March 2022

To all licensed clergy

Dear Friends,

### **LAY ASSISTANCE IN THE ADMINISTRATION OF HOLY COMMUNION**

Lay Assistants are people authorised to help distribute Holy Communion in Church and when requested to take Holy Communion to members of the parish who are sick and unable to come to church. Canon B12 indicates that lay people may only 'distribute the holy sacrament of the Lord's Supper' if duly authorised.

I am writing to ask for your help. The current list of people authorised by my predecessor and held in the Bishop's Office is now out of date. As we move forward following the restrictions imposed by the pandemic I am writing to review the way individuals are authorised for this ministry. The guidance for the administration of Holy Communion gives me the opportunity to give a general authority to you as an incumbent or Priest-in-Charge to authorise persons to distribute the Holy Sacrament in your parish/es.

Please would you discuss and agree with your PCCs the names of people you would like to authorise for this ministry. Once you have agreed the names please ensure there is a record in the PCC minutes. Please complete the attached spreadsheet and forward a copy to my Secretary, Gail James – [g.james@hereford.anglican.org](mailto:g.james@hereford.anglican.org) Gail will keep a list of the people you have authorised for my records.

Please read the guidelines for the new procedure on the reverse of this letter.

With best wishes

Yours sincerely,

**Guidelines for the administration of Communion during public worship and General Authorisation for those taking Communion to private homes and institutions.**

- The letter, dated 15 March 2022, gives you my authority to authorise persons to distribute the Holy Sacrament during public worship in your parish church, as allowed in the Regulations made by the General Synod in 2015. See Canon B12. Those authorised to distribute Communion in public worship do not need a DBS.
- The Regulations also allows you to authorise a lay person to take Holy Communion to the sick, housebound and those in institutions (General Authorisation). In this case you must ensure that persons so authorised have been safely recruited (if new to the role), have an appropriate DBS certificate and have completed Safeguarding training up to level C1 before they are authorised. For advice on the Safeguarding requirements please contact the Safeguarding Team.
- All those you wish to authorise must be in good standing in the church and be regular communicants. Each person must be approved by the Churchwardens and members of the PCC.
- In giving permission I require you 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. You should arrange for suitable training and supervision.
- It is essential that you and your churchwardens regularly review the list of people authorised and ensure that the Diocesan Safeguarding Guidelines are understood and followed. It is vital that you follow the safer recruitment guidelines. For further information about safeguarding please contact the Diocesan Safeguarding Advisor, Mandy McPhee.
- Please inform my Secretary, Gail James, of new people added to the list of authorised persons and anyone who is no longer assisting you.
- Readers holding the Bishop's Licence or PTO are permitted to assist in the administration of the Holy Communion and therefore do not need a separate authorisation.
- Permission to assist with the administration of Holy Communion DOES NOT include leading a service of Holy Communion by Extension. If you wish to offer such a service you need to contact me first.
- If you are a Rural Dean covering a vacancy in your Deanery please ensure that the parishes in vacancy respond to this request.