



Archdiocese of Regina

EXTRAORDINARY MINISTER OF HOLY COMMUNION COORDINATOR (FOR COMMUNION DURING THE LITURGY)

Overview

The Extraordinary Minister of Holy Communion Coordinator, under the direction of the Pastor, coordinates all Extraordinary Ministers of Holy Communion.

Extraordinary Minister

Canon 910 provides that the ordinary minister of Holy Communion is a Bishop, a priest or a deacon. The extraordinary minister of Holy Communion is an acolyte, or another of Christ's faithful deputed in accordance with Canon 230.

Activities/Responsibilities

- Maintains a current contact list of Extraordinary Ministers of Holy Communion.
- Ensures any changes in the list of Extraordinary Ministers of Holy Communion are communicated promptly to the Parish Volunteer Screening Committee.
- Participates as an Extraordinary Minister of Holy Communion with all the responsibilities of that ministry position.
- Is responsible for recruiting, training and scheduling all Extraordinary Ministers of Holy Communion.
- May be responsible for contacting hospitals, institutions or parishioners in order to have communion brought to those who cannot attend the Liturgy.
- Is responsible for replacement of Extraordinary Ministers of Holy Communion in the event of short notice cancellation.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Collaborates with the Pastor and with other members of the pastoral team, integrating his or her own area of responsibility with the overall liturgical experience of the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

<p>Other specifics:</p> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Must be at least 18 years of age and duly prepared for this role.
- Is known in the parish community, participates in parish life and is of good character.
- Has attended the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has an ability to relate and communicate effectively with others.
- Has time and flexibility to attend various masses in order to develop support with Ministers of Holy Communion.
- Has solid theoretical and practical knowledge of the Liturgy, Eucharistic theology and ritual.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is open and sensitive to the diversity of persons involved in this ministry.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

- Standard parish orientation program and training provided by previous Coordinator.

Participant Group

- Extraordinary Ministers of Holy Communion, the assembly and all those wanting to receive Holy Communion.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

Length of Ministry

- ___ year term

Benefits and Working Conditions

- Will directly impact the liturgical experience at the parish and of the parish community at large.
- Will further develop leadership and organizational skills.
- This is a volunteer position which requires a time commitment of ___ hours per week or ___ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Holy Communion Coordinator currently practiced at

(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto