



## 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><b>Other specifics:</b></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 and/or designate.
- 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.**

(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor or Designate

\_\_\_\_\_  
Date

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