



Archdiocese of Regina

EXTRAORDINARY MINISTER OF HOLY COMMUNION TO HOMES/INSTITUTIONS

Overview

The purpose of this ministry is to take Holy Communion to parishioners who are unable to attend regular Liturgy and help such parishioners to feel that they belong to the community even though they cannot participate in the regular celebration of the Eucharist. (Note: for greater clarity, this position does not apply to family members taking communion to other family members).

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

- Ensure adequate number of Hosts is received in the pyx during liturgy and/or from the tabernacle.
- Contact the parishioners to arrange a convenient time and date for the visit.
- Prepare all necessary items such as; prayer cards, pyx, Hosts, etc. prior to the visit.
- Prayerfully meditates in preparation for a meaningful visit.
- Ensure the parishioner(s) is/are prepared and ready to receive Holy Communion and pay particular attention to their special needs.
- Conducts a brief prayer service with each parishioner and distributes Holy Communion to him or her.
- Ensure all is well with the parishioner before departing.
- Returns the pyx and other supplies to the allocated place at the parish.
- Actively seek information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Preferably, will work in pairs or in a group
- Check the schedules and special assignments prepared for Extraordinary Minister of Holy Communion to Homes/Institutions and be sure to notify the Coordinator in case of scheduling conflict.
- Brings to the attention to the Coordinator any matters related to changes in health and/or spiritual needs of the homebound and/or institutionalized.

- Observes confidentiality with private matters of those who are visited.
- Has necessary transportation to homebound and institutionalized parishioners.

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/> <hr/>
--

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Must be at least 18 years of age.
- Exhibits a love for the Eucharist and participates fully as a member of the liturgical assembly.
- Is a good listener and respectful to others.
- Is known in the parish community, participates in parish life and is of good character.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound and institutionalized.
- Has participated in the training process that reflects on the mystery of the Eucharist and theology of Liturgy.
- 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.
- Is committed to prayer, gospel values and growth in personal holiness.
- Is at ease with social encounters.
- Understands the sacredness of the Eucharistic encounter, giving this moment the time and presence it deserves.
- Is enthusiastic and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation And Training

- Standard parish orientation program and commissioning provided by the Pastor during Mass.
- Training provided by experienced Extraordinary or Ordinary Ministers of Holy Communion.

Participant Group

- Parishioners who are homebound and/or institutionalized.

Support, Supervision, and Evaluation

- The Extraordinary Minister of Holy Communion Coordinator is the first level of support, supervision and evaluation.

Length of Ministry

- ___ year term.

Benefits and Working Conditions

- Will impact the spiritual well being of the homebound and/or institutionalized.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of ___ hours per week or ___ hours per month.
- Will be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
- 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 his designate.
- Participant Follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Holy Communion to Homes/Institutions 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