

ST. PATRICK'S CHURCH

Volunteer Ministry Position Description

Extraordinary Minister of Communion Coordinator



Overview

The mass is the central prayer and activity of the Catholic faith community. The Communion Rite, celebrated with decorum and reverence, enhances relationship with Jesus Christ. The Extraordinary Minister of Communion Coordinator, under the direction of the Pastor, recruits, trains, prepares, schedules and coordinates all Extraordinary Ministers of Communion

Activities/Responsibilities (list may be adapted as locally appropriate)

- Acts as an Extraordinary Minister of Communion, especially for short notice cancellations
- Responsible for recruiting, training and scheduling all Extraordinary Ministers of Communion
- May coordinate communion being brought to hospitals or home bound parishioners
- Maintains contact lists of Ministers of Communion and promptly submits changes to PVSC
- Coordinates, schedules participation of Ministers at masses and attends all planning meetings
- Collaborates with the Pastor or Pastoral Team and may be part of a Pastoral Care Committee
- Attends meetings and training on both the Parish and diocesan levels.

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized within the parish community as a person of good reputation
- Must be a Commissioned Extraordinary Minister of Holy Communion
- Demonstrates devotion to the Eucharist and appreciates liturgical principles involved
- Available to attend various masses to support Extraordinary Ministers of Communion
- Has appropriate leadership, organizational and communications skills
- Honest, dependable, pays attention to detail, and has a spirit of generosity and prayerfulness
- Sensitive to diversity of people involved in this ministry and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February, 2013