

# ST. PATRICK'S CHURCH

## Volunteer Ministry Position Description

### Extraordinary Minister of Communion



#### 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 assists the celebrant and Ordinary Ministers during the liturgy in sharing the Eucharistic body and blood of Christ. They are commissioned by the Pastor or his delegate, ideally in the presence of the community during mass.

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

- Serves the body or blood of Christ at mass with dignity and as assigned by the Coordinator
- Uses only those procedures and words proper to the liturgy and parish practice
- Offers blessings, as permissible, to those not receiving communion
- Responds to special circumstances which may arise during the liturgy
- Attends meetings and training at both the parish and diocesan levels.
- Is faithful to the schedule and arrives early for the liturgy
- Arranges for suitably trained replacement when unable to meet scheduled commitment
- May be called on to bring Communion to hospitals or home bound parishioners

#### Skills, Experience, Personal Traits and Qualifications

- Should at least be confirmed and fully competent to carry out all aspects of this ministry
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Must be a Commissioned Extraordinary Minister of Holy Communion
- Demonstrates devotion to the Eucharist and appreciates liturgical principles
- 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 Low Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups to be conducted

\_\_\_\_\_  
Parish Volunteer Screening Coordinator

\_\_\_\_\_  
Pastor

Date \_\_\_\_\_

RC Bishop of Calgary- Rev. February,2013