



**Ministry Position: Extraordinary Minister of Holy Communion**

**Date Last Reviewed: July 2019**

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◆ **Position Overview**

The Extraordinary Minister of Holy Communion serves the Eucharistic life of the community by assisting the Ordinary Ministers of the Eucharist (bishops, priests, and deacons) during the Communion Rite. They are deputed by the Bishop at the request of the Pastor to assist the celebrant and other Ordinary Ministers during liturgy in distributing the Eucharistic Body and Blood of Christ. Individuals are commissioned by the Pastor or his delegate.

◆ **Activities/Responsibilities**

- Help the Ordinary Ministers distribute the Eucharist during the Communion Rite
- Participate in the Mass from beginning to end
- Enter the Sanctuary during the Communion Rite
- Receive the sacred vessels from the Ordinary Minister of Communion
- When distributing the Host or Precious Blood say only “The Body (Blood) of Christ.”
- For those wishing to receive only a blessing, this is done by holding a hand over their head and saying “May God bless you” or “Receive the Lord in your heart”, at the discretion of the Pastor
- Exercise the ministry with dignity and otherwise participates fully as an exemplary member of the assembly modeling good liturgical participation
- Exercise the ministry in a manner which fosters the prayer and participation of the assembly, and ensures the smooth celebration of the Communion Rite
- Be faithful to the schedule and arrives on time for the Liturgy as arranged by the Ministry Coordinator
- Responsible for finding a replacement in the event of short notice cancellation and advising the Ministry Coordinator
- Participate in rehearsals of liturgical procedures in the parish community and follows liturgical norms for this ministry as guided by the decision of the Pastor and the G.I.R.M
- Be available to purify the sacred vessels as required, after the liturgy

**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.**

<b>Other specifics:</b>
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### ◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in full communion with the Church
- Must be at least 18 years of age
- Demonstrates maturity and sound judgement
- Recognized within the parish community as a person of good reputation and love for the Eucharist
- Regularly attends and participates in the Mass at the parish
- Has participated in a training process that reflects on the mystery of the Eucharist, theology of Liturgy and the specific duties of this ministry

### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Committed to prayer, gospel values and growth in personal holiness
- At ease with one-to-one social encounters, and techniques that help build rapport
- Understands the sacredness of the Eucharistic encounter
- Willing to develop skills of gracious movement and a consciousness of body language

### ◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training and commissioning provided by the Pastor during Mass. Training provided by experienced Extraordinary or Ordinary Ministers of Communion. There are resources and support provided through the Catholic Pastoral Centre, Office of Formation for Discipleship.

### ◆ **Participant Group**

The assembly.

### ◆ **Support, Supervision and Evaluation**

The Extraordinary Minister of Holy Communion Coordinator is the first level of support, supervision and evaluation. The parish Pastor and/or his delegate(s) also exercise this role.



# Archdiocese of Toronto

## ◆ Length of Ministry Appointment

Three (3) year commissioned term.

## ◆ Benefits and Working Conditions

- Will impact the liturgical experience at the parish
- Will enhance personal spiritual growth
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Extraordinary Minister of Holy Communion** currently practised at,  
 \_\_\_\_\_ Parish.

**Pastor's Signature**

PASTOR NAME

**Parish Volunteer Screening  
Coordinator's Signature**

COORDINATOR NAME

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**