

Extraordinary Minister of Communion Coordinator

➤ Overview

The Extraordinary Minister of Communion Coordinator, under the direction of the Pastor, coordinates all Extraordinary Ministers of Communion.

➤ Activities/Responsibilities

- Maintains a current contact list of Extraordinary Ministers of Communion.
- Ensures any changes in the list of Extraordinary Ministers of Communion are communicated promptly to the Parish Volunteer Screening Committee.
- Participates as an Extraordinary Minister of Communion with all the responsibilities of that ministry position.
- Is responsible for recruiting, training and scheduling all Extraordinary Ministers of 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 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/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.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Must be at least 21 years of age and duly prepared for this role.
- Has been registered with 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 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**

- 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 Communion, the assembly and all those wanting to receive Communion.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ 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/ ___ 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 risk 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 and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Communion Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto