

Extraordinary Minister of Communion to Homes/Institutions

➤ Overview

The purpose of this ministry is to bring Holy Communion to parishioners who are unable to attend regular liturgy. This ministry provides the homebound and institutionalized with a sense of community and belonging.

➤ Activities/Responsibilities

- Ensure adequate amount of Holy Eucharist 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, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditate in preparation for a meaningful visit.
- Ensure the parishioner(s) is/are prepared and ready to receive the Eucharist and pay particular attention to their special needs.
- Conducts a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Ensure all is well with the parishioner before departing.
- Return 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.
- Must always work in pairs or in a group.
- Check the schedules and special assignments prepared for Extraordinary Minister of Communion to Homes/Institutions and be sure to notify the Coordinator in case of scheduling conflict.
- Bring 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.

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 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 recognized within the parish community as a person of good reputation.
- 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**

- 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, and can look people in the eye.
- 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 Communion.

➤ **Participant Group**

Parishioners who are homebound and/or institutionalized.

➤ **Support, Supervision, and Evaluation**

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

➤ **Length of Ministry Appointment**

___ 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/ ___ 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 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 to Homes/Institutions currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto