



Archdiocese
of Toronto

Ministry Position: Extraordinary Minister of Holy Communion Coordinator

Date Last Reviewed: July 2019

◆ **Position Overview**

The Extraordinary Minister of Holy Communion (EMHC) Coordinator, under the direction of the Pastor, coordinates all EMHC. The coordinator will schedule and oversee training and formation for EMHC and will coordinate the scheduling of EMHC for the liturgies of the parish.

For Parishes with EMHC of the Sick, the Coordinator is also responsible for organizing and training the EMHC of the Sick and ensuring that they make regular scheduled visits to homebound and institutionalized parishioners. The Coordinator introduces and follows up on a regular basis with both the EMHC of the Sick and the homebound to ensure that the arrangement works satisfactorily. The Coordinator must be available to the EMHC of the Sick when needed, and regularly keeps the Pastor informed.

◆ **Activities/Responsibilities**

- Maintain a current contact list of Extraordinary Ministers of Holy Communion.
- Ensure any changes in the list of Extraordinary Ministers of Holy Communion are communicated promptly to the Parish Volunteer Screening Committee
- Participate as an Extraordinary Minister of Holy Communion with all the responsibilities of that ministry position (please see the appropriate ministry position description for full list of responsibilities)
- Responsible for recruiting, training and scheduling all Extraordinary Ministers of Holy Communion
- Responsible for the replacement of Extraordinary Ministers of Holy Communion in the event that the scheduled Minister is unable to find a replacement on short notice
- Be available for meetings and training on both the Parish and diocesan levels
- Schedule, coordinate and is present for planning meetings as required
- Collaborate 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
- Meet regularly with the Extraordinary Ministers of Holy Communion for support, supervision, on-going training and formation

Activities/Responsibilities specific for Parishes with Extraordinary Minister of Holy Communion of the Sick:

- Responsible for contacting hospitals, institutions or parishioners in order to have communion brought to those who cannot attend the Liturgy
- Maintain current records of the homebound in the parish with requested visits including contact information, special needs, emergency contact, and other relevant information



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- Contact the parishioners to arrange a convenient time and date for the visit once the information has been received by the Pastor
- Provide necessary information to the Extraordinary Minister of Holy Communion of the Sick regarding new homebound and institutionalized parishioners and their special needs
- Be available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being visited
- Maintain confidentiality with private matters of those who are visited
- Be available to collect records of all visits (including dates and times)
- Ensure that all Extraordinary Minister of Holy Communion of the Sick receive and complete the yearly Self-Review and Annual Offence Declaration Form
- Complete the designated section of the Self-Review for and discuss evaluation with Extraordinary Ministers of Holy Communion of the Sick
- Conduct and complete Participant Follow-up Report

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:
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◆ Skills, Experience and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Demonstrates maturity and sound judgement
- Registered with the parish for at least 2 years
- Had been an Extraordinary Ministers of Holy Communion for at least 2 years
- Recognized within the parish community as a person of good reputation and love for the Eucharist
- 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.
- In cases of emergency, knows contacts and/or procedures



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- **Skills, Experience and Qualifications specific for Parishes with Extraordinary Minister of Holy Communion of the Sick:**
- Has good listening and empathy skills
- Understands the issues relevant to the sick, homebound and elderly

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Committed to prayer, gospel values and spiritual growth
- Understands the sacredness of the Eucharistic encounter
- Honest, dependable and can maintain strict confidentiality
- Open and sensitive to the diversity of persons involved in this ministry
- Pays close attention to detail
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity
- Non-judgemental attitude toward homebound and institutionalized parishioner
- Respects the privacy and dignity of the homebound and institutionalized parishioners
- Comfortable dealing with elderly, infirm, or persons with a disability
- Friendly, patient and has good relational skills

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training and training provided by previous Coordinator, Pastor and the Office of Formation for Discipleship.

◆ **Participant Group**



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Extraordinary Ministers of Holy Communion, the assembly and all those wanting to receive Communion including parishioners who are homebound and/or institutionalized.

◆ Support, Supervision and Evaluation

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

◆ Length of Ministry Appointment

One (1) year team with the ability to renew.

◆ Benefits and Working Conditions

- Opportunity to directly impact the liturgical experience at the parish and the parish community at large.
- Opportunity to impact the spiritual well being of the homebound and/or institutionalized while deepening your own spirituality.
- Opportunity to further develop leadership and organizational skills.
- Must be available to attend all regularly scheduled meetings.
- Completed initial orientation session and training program.
- Committed to ongoing training and formation.
- This is a volunteer position which requires 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 Coordinator** 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