

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Extraordinary Minister of Holy Communion – at Mass
Accountability	Pastor or Coordinator of Ministries
Purpose of Ministry	Extraordinary Minister of Holy Communion serve the Eucharistic life of the Christian community. They are appointed by the bishop at the request of the pastor to assist the ordinary ministers in sharing the Eucharistic Body and Blood of Christ with members of the community for which they are commissioned.
Participant Group	Those participating in the celebration of the Eucharist.
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ During the Liturgy of the Eucharist helps the ordinary ministers of communion share the Holy Communion (Body and/or the Blood) with the faithful
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Fully initiated member of the Catholics Church, at least 18 years of age and who has been duly prepared for this role. ▪ Recognized within the Christian community as a person of good reputation and love for the Eucharist and as one who participates fully as a member of the liturgical assembly. ▪ Desires to serve the parish community and to commit time and talents to this ministry. ▪ Has been selected by the pastor ▪ Has participated in a training process that reflects on the mystery of the Eucharist and theology of Liturgy. ▪ Has participated in a training process that renewed appreciation of the ritual nature and structure of the Liturgy especially the primacy of the assembly and the multiple liturgical roles within it. ▪ Has been publicly commissioned according to the prescribed rite ▪ Committed to prayer, gospel values and growth in personal holiness. ▪ flexible, enthusiastic and has good relational skills. ▪ A good sense of humour and a spirit of generosity.
Time Commitment	<ul style="list-style-type: none"> ▪ This is a volunteer position requiring 1 or more hours a week ▪ Must be able to attend the orientation session and the training sessions
Duration	Two year term, renewable
Orientation and Training	Standard parish orientation programme, including Guidelines for Volunteers
Support /Supervision/Evaluation	Pastor/ The Coordinator of the E. Ministers of H. Communion is the first level of support, supervision and evaluation

Position Level	GENERAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A ▪ Receive Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required

Date approved: _____ **Dates Reviewed:** _____ / _____ / _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

Sample

Updated: February 2019