



## Role Description

Position title:	Extraordinary Minister of Holy Communion	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Parish Pastoral Associate, Parish Pastoral Council
Position Purpose:	To assist the priest in the distribution of Holy Communion		
Qualifications and experience:	<ul style="list-style-type: none"> <li>No experience required as Extraordinary Ministers of Communion are provided training.</li> <li>Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.</li> <li>Extraordinary Ministers of Holy Communion should reflect the diversity of the Parish and can be female or male, old or young.</li> </ul>		
Training:	<ul style="list-style-type: none"> <li>All volunteers must complete the Safeguarding Essentials online training module on an annual basis.</li> <li>Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.</li> <li>Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.</li> <li>Other training as directed.</li> </ul>		
Conditions:	<ul style="list-style-type: none"> <li>This is a volunteer role.</li> <li>Expected commitment is 1 hour a week/month.</li> <li>Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.</li> <li>Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.</li> </ul>		

### Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Commitment to ongoing personal faith formation
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Respect confidentiality and privacy
- Flexible and able to adapt quickly to unforeseen changes in circumstances

Key Results Areas:	Key Duties:
Distribution of Holy Communion	<ul style="list-style-type: none"> <li>• Dresses neatly and modestly.</li> <li>• Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.</li> <li>• Participates fully, actively and consciously in the liturgy.</li> <li>• Comes forward as the presiding priest receives Holy Communion and stands beside or behind the altar.</li> <li>• Receives Holy Communion</li> <li>• Receives the sacraments</li> <li>• Ministers the sacraments. If ministering the Bread of Life, holds up the host to the communicant and addresses them with the words “The Body of Christ”, and allows the communicant to reply “Amen.” The communicant chooses to receive the host in their hand or on their tongue.</li> <li>• If ministering the chalice, holds up the chalice to the communicant and addresses them with the words “The Blood of Christ”, and allows the communicant to reply “Amen.” After the communicant takes a sip of the consecrated wine uses the purifier to wipe the chalice.</li> <li>• If a worshipper approaches with their arms crossed to indicate they want a spiritual rather than sacramental Communion, gives an appropriate blessing.</li> <li>• Returns the chalice or vessel to the presiding priest and returns to the celebration.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• If requested, assists in training new Extraordinary Ministers of Holy Communion.</li> </ul>

**Further reference:**

- *Extraordinary Ministers of Holy Communion During Mass*, Melbourne: Archbishop’s Office for Evangelisation, 2013.