



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

*Extraordinary Ministers of the Holy Communion
Coordinator*

sacredheartcalgary.ca/ministries

Position Description *for*

Extraordinary Minister of the Holy Communion Coordinator

Reports to

Pastor and Volunteers Coordinator

Overview

The mass is the central prayer and activity of the Catholic faith community. The Communion Rite, celebrated with decorum and reverence, enhances relationship with Jesus Christ. The Extraordinary Minister of Communion Coordinator, under the direction of the Pastor, recruits, trains, prepares, schedules and coordinates all Extraordinary Ministers of Communion

- This _____ year (renewable) term requires _____ hours per week/month
- First level support and supervision is from the Pastor and/or Pastoral Team
- Orientation and training provided by previous coordinator

Responsibilities

- Acts as an Extraordinary Minister of Communion, especially for short notice cancellations
- Responsible for recruiting, training and scheduling all Extraordinary Ministers of Communion
- May coordinate communion being brought to hospitals or home bound parishioners
- Maintains contact lists of Ministers of Communion and promptly submits changes to PVSC
- Coordinates, schedules participation of Ministers at masses and attends all planning meetings
- Responsible for ongoing growth and development of faith formation for the EMHC team
- Ensures Diocesan guidelines for EMHC are followed
- Collaborates with the Pastor or Pastoral Team and may be part of a Pastoral Care Committee
- Attends meetings and training on both the Parish and diocesan levels.
- Works at fostering a relationship with the Office of Pastoral Ministry

Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized within the parish community as a person of good reputation
- Must be a Commissioned Extraordinary Minister of Holy Communion
- Demonstrates devotion to the Eucharist and appreciates liturgical principles involved
- Available to attend various masses to support Extraordinary Ministers of Communion
- Has appropriate leadership, organizational and communications skills
- Honest, dependable, pays attention to detail, and has a spirit of generosity and prayerfulness
- Sensitive to diversity of people involved in this ministry and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care



What are my next steps?

How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

Our duty to care is an act of generosity. All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'High' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:



Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **Interview** if necessary.
- Complete the **4 online modules** under Praesidium Academy (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary).
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Volunteers.
- **Send** your completed forms to volunteer@sacredheartcalgary.ca.



Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.
- Complete the **Confidentiality Agreement**.



Maintain your Service file

- Renew your Police Information Certificate every 5 years.
- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email volunteer@sacredheartcalgary.ca to enquire about your status.



Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,
let my heart never rest until it finds You,
who are its center, its love, and its happiness.
By the wound in Your heart
pardon the sins that I have committed
whether out of malice or out of evil desires. Place my
weak heart in Your own divine Heart,
continually under Your protection and guidance, so
that I may persevere in doing good and in fleeing evil
until my last breath.*

Amen.

Contact

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**SACRED HEART CHURCH
VOLUNTEER PACKAGE**