



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

Extraordinary Ministers of the Holy Communion

sacredheartcalgary.ca/ministries

Position Description for

Extraordinary Minister of the Holy Communion Volunteer

Reports to

Pastor and Ministry 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 assists the celebrant and Ordinary Ministers during the liturgy in sharing the Eucharistic body and blood of Christ. They are commissioned by the Pastor or his delegate, ideally in the presence of the community during mass.

- This ____ year (renewable) term requires ____ hours per week/month
- First level support and supervision is from the Ministry Coordinator or Pastor

Responsibilities

- Serves the body or blood of Christ at mass with dignity and as assigned by the Coordinator
- Uses only those procedures and words proper to the liturgy and parish practice
- Offers prayers, as permissible, to those not receiving communion
- Responds to special circumstances which may arise during the liturgy
- Attends meetings and training at both the parish and diocesan levels.
- Is faithful to the schedule and arrives early for the liturgy
- Arranges for suitably trained replacement when unable to meet scheduled commitment
- May be called on to bring Communion to hospitals or home bound parishioners

Qualifications

- Should at least be confirmed and fully competent to carry out all aspects of this ministry
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Must be a Commissioned Extraordinary Minister of Holy Communion
- Familiar with the EMHC guidelines and abides by them
- Demonstrates devotion to the Eucharist and appreciates liturgical principles
- 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
- Must be aware of their surroundings, cannot be alone with minors or vulnerable adults



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 'Low' 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.



Maintain your Service file

- 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**