

St. Theresa of Lisieux Catholic Church Stansted Mountfitchet



Role: Extraordinary Minister of Holy Communion – Level 1

Nota Bene:

- *The Parish Priest will invite each potential candidate for the role of Extraordinary Minister of Holy Communion.*
- *The role of a Level 1 Extraordinary Minister of Holy Communion is subject to Safer Recruitment processes.*
- *An Extraordinary Minister of Holy Communion may not commence their ministry until the volunteer has attended training as an extraordinary minister of Holy Communion and safeguarding training has been completed.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed, and faculties conferred by the Bishop of Brentwood.*

Aim: The primary role of the Extraordinary Minister of Holy Communion Level 1, is to assist with the distribution of Holy Communion **only** within Mass at the Parish Church. This could be within the context of the Mass or a Liturgy of the Word with Holy Communion.

Responsible to: The Parish Priest.

Main Responsibilities:

- To administer Holy Communion **only** within the Parish Church.
- To lead a Service of the Word and distribute Holy Communion if called upon by Diocesan authority, according to the rites of the Bishop's of England and Wales.
- To follow the instructions given by the Diocese and Parish Priest for the reverent and appropriate administration and distribution of Holy Communion.
- To ensure that Safeguarding procedures are in place and adhered to.
- To attend regular Extraordinary Minister of Holy Communion training.
- To attend regular Safeguarding Training as a 'trusted' adult within the Parish Community.

Person Specification:

- To have reverence for the Eucharist.
- To have a clear understanding of the Eucharist as a sacrament of unity.
- Full acceptance of the Church's teaching on the Eucharist and the Mass.
- To understand and follow all safeguarding guidance training.
- To understand and follow all instructions of the Parish Priest and Diocese.
- To attend and complete regular safeguarding training.
- To attend and complete updated training in the extraordinary ministry of Holy Communion.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
(<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (b) To immediately refer any concerns about a young person or adult to the parish priest, Safeguarding Representative in the Parish and/or to the Safeguarding Office.
- (c) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles.
- (d) Refer any concerns about a young person or vulnerable adult to the Parish Priest immediately at the end of the Mass before leaving. You must make a note of this as directed in your safeguarding training.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

Mandatory Training Requirements:

**Educare Modules- Safeguarding Children
Safeguarding Adults**

**Parish Representative: Safeguarding as an extraordinary minister of the Eucharist
Safeguarding as a 'trusted adult,'**

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