

St. Theresa of Lisieux Catholic Church

Stansted Mountfitchet



Role: Extraordinary Minister of Holy Communion – Level 2

Nota Bene:

- *The Parish Priest will invite each potential candidate for the role of Extraordinary Minister of Holy Communion.*
- *The role of Extraordinary Minister of Holy Communion is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce.*
- *An Extraordinary Minister of Holy Communion may not commence their ministry until the volunteer has completed the DBS process; training as an extraordinary minister of Holy Communion has been attended; 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 is to assist with the distribution of Holy Communion. This could be within the context of the Mass, a Liturgy of the Word with Holy Communion, or taking Holy Communion to the sick either in their own home or care or nursing homes.

When you are invited into a person's home or a care home you must be respectful, maintain appropriate boundaries and be respectful to their needs. You may be their only contact with the Church, please make their Communion as reverent and meaningful as possible.

Responsible to: The Parish Priest.

Main Responsibilities:

- (a) To administer Holy Communion not only within the Parish Church but to take Holy Communion to those in the community who are housebound due to health, age or disability or for whatever reason are unable to attend St. Theresa's.
- (b) To lead a Service of the Word and distribute Holy Communion if called upon by Diocesan authority, according to the rites of the Bishops of England and Wales.
- (c) To follow the instructions given by the Diocese and Parish priest for the reverent conveying of the Blessed Sacrament, and to follow the appropriate format for administration of Holy Communion. (Veritas booklet – Bringing Communion to the Sick).
- (d) To respect the boundaries and regulations of the organisation when visiting people either in hospital or a residential home, particularly by notifying someone in a supervisory position of your presence in the home.
- (e) To be respectful of the homes of people in the community.
- (f) To be willing to administer Holy Communion prayerfully.
- (g) To be aware of difficulties for some people with swallowing the Eucharist and therefore accommodating the size of the portion of the host to enable comfortable reception of the sacrament.
- (h) To wait until medical care has been administered if necessary.
- (i) To be willing to talk with the people to whom the Sacrament is being brought, recognising them as part of the Body of Christ.
- (j) To ensure that Safeguarding procedures are in place and adhered to.
- (k) To attend regular Extraordinary Minister of Holy Communion training.
- (l) To attend regular Safeguarding Training.

Person Specification:

- (a) To have reverence for the Eucharist.
- (b) To have a clear understanding of the Eucharist as a sacrament of unity.
- (c) Full acceptance of the Church's teaching on the Eucharist and the Mass.
- (d) To be available to bring the Eucharist on a regular basis to those in need.
- (e) The ability to show courtesy and respect within the homes of other people and care or nursing homes.
- (f) To understand and follow all safeguarding guidance training received.
- (g) To attend and complete regular safeguarding training.
- (h) 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) Relationships can develop and particularly where there is no family, you may be trusted with confidential information about access to the home and or location of valuables. For your own protection, it is recommended that you make your parish priest aware of such instances.
- (d) Meet regularly with the parish priest or other appointed person to discuss your ministry and those whom you visit to enable to share concerns.
- (e) If you are concerned that a person is at risk of immediate harm contact 999 and inform the parish priest, Safeguarding Representative and or the Safeguarding Office.
- (f) If you have any concerns during a visit to a care home, you must let the manager know immediately. You must make a note of this as directed in your safeguarding training.
- (g) Volunteers must visit in pairs.
- (h) You must NOT handle money and/or perform tasks.
- (i) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model Catholic good Catholic practices and Safeguarding principles.
- (j) 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
Mental Health**

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