

# St. Theresa of Lisieux Catholic Church

## Stansted Mountfitchet



### Ministry Role Description: Extraordinary Minister of the Eucharist – Level 1

#### **Nota Bene:**

- *The Parish Priest will invite and appoint each candidate to the role of Extraordinary Minister of Holy Communion.*
- *The role of a Level 1 Extraordinary Minister of Holy Communion is subject to Parish Safer Recruitment processes due to its Parish Prominent Person status.*
- *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 at the level of Parish Prominent Person.*
- *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:**

- (a) To administer Holy Communion only within the Parish Church.
- (b) To liaise with the priest and other appropriate ministers presiding at the Mass or Liturgy. This means being available for 30 minutes prior to the commencement of Mass. This is essential if there is a visiting priest.
- (c) 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.
- (d) To follow the instructions given by the Diocese and Parish Priest for the reverent and appropriate administration and distribution of Holy Communion.
- (e) To meet regularly with the parish priest to discuss your ministry
- (f) To always wear your parish ID when ministering and be prepared to show this.
- (g) To ensure that Safeguarding procedures are in place and adhered to.
- (h) To attend regular Extraordinary Minister of Holy Communion training.
- (i) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the distribution of the Eucharist.
- (j) To promote and adhere to all Safeguarding guidance as laid down by the CSSA, Diocese of Brentwood and St. Theresa of Lisieux, Stansted Mountfitchet Parish Safeguarding Representative.
- (k) To attend regular Safeguarding Training as a 'prominent' adult within the Parish Community.

#### **Person Specification:**

- (a) To be over the age of 18 years.
- (b) To have reverence for the Eucharist.

- (c) To have a clear understanding of the Eucharist as a sacrament of unity.
- (d) Full acceptance of the Church’s teaching on the Eucharist and the Mass.
- (e) To have a commitment to the essential teachings of the Roman Catholic Church, and the mission and ethos and of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet.
- (f) To understand and follow all safeguarding guidance training.
- (g) To understand and follow all instructions of the Parish Priest and Diocese.
- (h) To attend and complete regular safeguarding training at the level of Parish Prominent Person.
- (i) To attend and complete regular update training in the Extraordinary Ministry of the Eucharist. To work within the parameters of GDPR.

**Protection of Children and Adults at Risk:**

- (a) To familiarise themselves with CSSA and Diocesan Safeguarding Policies.
- (b) (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (c) To immediately refer any concerns about a young person or adult to the Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral.
- (d) As a member and ‘prominent’ adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

**Safeguarding Do’s and Don’ts**

*Protecting others and protecting yourself*

<b>Do</b>	<b>Do not</b>
Report all concerns about the safety or wellbeing of an individual to: <i>Initially -</i> ✓ The Parish Safeguarding Representative <i>If unavailable -</i> ✓ The Diocesan Safeguarding Co-ordinator ✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns. ✓ The Police (where there is an immediate risk of harm to an individual).	Offer confidentiality (you have a duty to report all concerns).
Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.	Promise total confidentiality. Explain that the information the person has given you will be treated with great care and shared with specific professionals who need to know.
Listen, reassure. Do not put words into the person’s mouth.	Pass judgement or make promises about what will happen next.
Be calm and reassuring.	Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator.

Take into account the person's age and level of understanding. Their culture and use of language.	Be alone with the person or move them to an isolated position.
Be clear about what you are going to do next and when	Work in isolation. The Diocesan Safeguarding Team are there to support you.
Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.	Do not contact the person about whom the allegation or concerns are being raised to tell them about the information. You could be putting a child or vulnerable adult in serious danger.
Make careful notes including dates and times of the incident/disclosure and keep them securely.	Compromise your own safety or integrity.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative at the earliest opportunity.

**Mandatory Training Requirements:**

**CSSA:** **Level 2 Safeguarding for volunteers in the Catholic Church – DBS with no barred list:** <https://training.catholicsafeguarding.org.uk/> This short training course is to be completed prior to appointment.

**Parish Representative:** **Safeguarding as an Extraordinary Minister of the Eucharist Level 1** (to be completed prior to appointment)  
**Safeguarding as a 'prominent parish adult,'** (to be completed prior to appointment)  
**Concerns and Disclosures**  
**General Safeguarding**

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

**Helpful websites to support your role:**

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresastansted.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

**Self Audit:**

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	