



Ministry Role Description: Extraordinary Minister of the Eucharist – Level 2

Nota Bene:

- *The Parish Priest will invite and appoint each 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 which includes checks against the child and adult workforce.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *An Extraordinary Minister of Holy Communion, Level 2, 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/nursing 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 Catholic 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 conveying of the Blessed Sacrament, and to follow the appropriate format for administration of Holy Communion. (Veritas booklet – Bringing Communion to the Sick).
- (e)** 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. To carry your ID and show it when requested and to sign in the visitor's book.
- (f)** To be respectful of the homes of people in the community.
- (g)** To be willing to administer Holy Communion prayerfully.

- (h) 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. This means being aware of the needs of the communicant e.g. can they take communion, are they on a liquid only diet, is it possible to break a very small piece of communion. If the communicant cannot take the host, a prayer session will be required.
- (i) To wait until medical care has been administered if necessary.
- (j) To be willing to talk with the people to whom the Sacrament is being brought, recognising them as part of the Body of Christ.
- (k) To meet regularly with the Parish Priest to discuss your ministry.
- (l) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the visit and distribution of the Eucharist
- (m) To report any concerns immediately to the managers or the Parish Safeguarding Representative.
- (n) To always wear your parish ID when ministering and be prepared to show this when requested.
- (o) To ensure that Safeguarding procedures are in place and adhered to.
- (p) To always wear your parish ID when ministering and be prepared to show this.
- (q) To attend regular Extraordinary Minister of Holy Communion training.
- (r) To attend regular Safeguarding Training and Health and Safety training.
- (s) To work within the parameters of GDPR.

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 ethos of the Parish.
- (f) To be available to take the Eucharist on a regular basis to those in need.
- (g) The ability to show courtesy and respect within the homes of other people and care or nursing homes.
- (h) To understand and follow all safeguarding guidance training received.
- (i) To attend and complete regular safeguarding training.
- (j) To attend and complete regular update training in the Extraordinary Ministry of Holy Communion.

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 at risk of immediate harm or danger 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) 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.
- (e) Meet regularly with the parish priest or other appointed person to discuss your ministry and those whom you visit to enable to share concerns.
- (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) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practice and Safeguarding principles within the church and without.

- (h) Volunteers must visit in pairs.
- (i) You must NOT handle money and/or perform tasks.
- (j) 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.
- (k) 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

Do	Do not
<p>Report all concerns about the safety or wellbeing of an individual to :</p> <p><i>Initially -</i></p> <ul style="list-style-type: none"> ✓ The Parish Safeguarding Representative <p><i>If unavailable -</i></p> <ul style="list-style-type: none"> ✓ 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). 	<p>Offer confidentiality (you have a duty to report all concerns).</p>
<p>Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.</p>	<p>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.</p>
<p>Listen, reassure. Do not put words into the person’s mouth.</p>	<p>Pass judgement or make promises about what will happen next.</p>
<p>Be calm and reassuring.</p>	<p>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 to the Diocesan Safeguarding Co-ordinator.</p>
<p>Take into account the person’s age and level of understanding. Their culture and use of language.</p>	<p>Be alone with the person or move them to an isolated position.</p>
<p>Be clear about what you are going to do next and when</p>	<p>Work in isolation. The Diocesan Safeguarding Team are there to support you.</p>
<p>Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.</p>	<p>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.</p>
<p>Make careful notes including dates and times of the incident/disclosure and keep them securely.</p>	<p>Compromise your own safety or integrity.</p>

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

Mandatory Training Requirements:

CSSA: **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with 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 2** (to be completed prior to appointment)

Safeguarding as a ‘trusted’ parish adult (to be completed prior to appointment)

**Concerns and Disclosures
General Safeguarding**

Safeguarding: General

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:	