

**St. Michael the Archangel Parish, Schererville, IN 46375**

**Ministry Position Description**

**Name of Ministry: Extraordinary Ministers of Holy Communion (EMHC's)**

**Purpose:** Assist the priest and deacon as needed in the reverent distribution of the Body and Blood of Christ to the assembly.

**Coordinator**

**Coordinator/Leader Responsibilities:**

- Provide practical and spiritual development of new and existing EMHC's
- Maintain and update list of all regular and substitute EMHC's
- Assist Liturgical Ministry schedulers with the publishing of the quarterly EMHC schedule.
- Schedule necessary number of EMHC's for holydays and special liturgies
- Participate in monthly Liturgy Committee meetings

**Coordinator/Leader Gifts, Talents, and Sacramental Requirements:**

- Love of the Mass and the reverent participation in the Eucharist.
- Good communication and training abilities.
- Good organizational skills.
- Must be a practicing Catholic in good standing with the Church.

**Coordinator/Leader Training/Time Commitments:**

- Train and prepare new and existing EMHC's for the ministry.(2hrs)
- Conduct "refresher" training as necessary. (1-2hrs)
- Prepare and maintain EMHC schedule for regular and substitute ministers (1hr-4 times a year)
- Scheduling of EMHC's for all holydays and special liturgies (1-6 total hrs)
- Participate in annual ministry fair. (4hrs-once-a-year)
- Attend Liturgy Committee meetings. (1-1/2hrs)

**Ministers**

**Ministry Roles/Responsibilities:**

- Assist the priest and deacon in distributing the Body and Blood of Christ to the assembly
- Assist the priest and deacon in purifying, cleaning, and storing the sacred vessels after Mass
- EMHC's on the regular schedule serve as scheduled
- EMHC's on the substitute list serve when called upon by a minister on the regular schedule.
- All EMHC's are to make themselves available to serve on holydays and holidays.

**Ministry Gifts, Talents, and Sacramental Requirements:**

- A love of the Mass and the reverence that it calls for.
- A desire to share the Eucharist with the faithful.

- Must have received all the initiation sacraments, ie; Baptism, Confirmation, and Eucharist, and be at least 16 years of age.
- If married, must be in a valid marriage.
- Must be practicing Catholic in good standing with the Church.

**Ministry Training/Time Commitments:**

- Initial training with the coordinator. (2-1/2hrs)
- Regular ministers serve every other week. (1-1/2hrs)
- Purification of the vessels after Mass. (15 min)
- Periodic retreats and on-going formation. (as needed)

Submitted by: Kevin Kolasinski Coordinator/Leader Date: 06/17/09.