

**Extraordinary Minister of
the Eucharist
Ministry Role Descriptor**

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Extraordinary Minister of the Eucharist
Groups served by this ministry	Parishioners and visitors
Length of term	3 years (renewable)
Purpose of the role(s)	Assist the clergy to distribute the Eucharist using the utmost reverence.
Activities and responsibilities	<ul style="list-style-type: none"> • Distribute the Eucharist when scheduled. • Find replacement when unable to serve. • Arrive 15 minutes prior to Mass and announce your arrival to the clergy.
Constraints	<ul style="list-style-type: none"> • Distribute the Eucharist in accordance with diocesan and parish approved practices. • Distribute the Eucharist at Mass only.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Follow the guidelines set down by the clergy or delegate at training sessions.
Personal traits desired	<ul style="list-style-type: none"> • Dress in an appropriate and respectful manner. • Distribute the Eucharist with reverence and acknowledge the sanctity of the position. • Be willing to take direction.
Orientation and training	<ul style="list-style-type: none"> • Attend an annual training session. • Receive on-the-job training if necessary. • Have access to Liturgical Norms and GIRM for information and guidance. • Receive a copy of this ministry role descriptor. • Receive Responsible Ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • Given by the clergy and/or delegate
Working conditions	<ul style="list-style-type: none"> • Periods of standing are involved. • Climbing stairs may be required.
Benefits to role participants	<ul style="list-style-type: none"> • Gratification received from serving God by distributing the Eucharist to the parishioners.
Level of sensitivity (<i>check one</i>)	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High

**Extraordinary Minister of
the Eucharist
Ministry Role Descriptor**

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Screening measures

(Per the parish 'Responsible Ministry
Program' document.)

1. Completion of a volunteer information form is required.
2. Training and orientation are required.
3. There will be supervision and opportunity to give and receive feedback.