



Liturgical Commission

Eucharistic Minister of Holy Communion (EMHC) during the Liturgy Member Position Description

Reports To:

Eucharistic Minister of Holy Communion during the Liturgy Coordinator

Ministry Purpose / Objective:

To aid the Pastor in distribution of Holy Eucharist at weekly liturgy and special Eucharistic liturgies (Holy Days, holidays, etc.).

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of EMHC during the Liturgy Members:

- Arrives at liturgy at least fifteen minutes early to check off as present. If Lead Extraordinary Minister of Holy Communion, arrive no less than twenty to twenty-five minutes early to verify that wine and bread are prepared for Eucharist distribution.
- Obtains substitute if unable to fulfill schedule obligation and notes name of substitute on copy of minister sign-in book.
 - Communicates any scheduling conflicts with Coordinator of EMHC 24 hours prior to the liturgy; if unable to obtain a substitute.
- Is familiar with expected protocol for distribution of Eucharist, positions in church for distribution, and if Lead, assuring accurate amounts in preparing wine and hosts..

Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.

Meetings:

- Attend annual ministry meeting.
- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Ministry Participation
- Holidays & Holy Days

Average Time (may vary):

1½ hour/liturgy
1¼ hour/liturgy

Expected Length of Commitment:

Commission is for three years.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Has received the Sacraments of Initiation: Baptism, Eucharist, and Confirmation.
- The Bishop, priest, and deacon are the ordinary ministers of the Eucharist. Extraordinary Ministers of Holy Communion are members of the lay faithful who are recommended by the Pastor and appointed by the Bishop to distribute the Body and Blood of Christ to a specific parish community for a period of three years. Ministers must be confirmed Catholics in full communion with the Church.