



Liturgical Commission

Eucharistic Minister of Holy Communion (EMHC) to the Sick & Homebound Coordinator Position Description

Reports To:

Liturgical Commission Chair

Ministry Purpose / Objective:

To distribute the Eucharist and extend prayerful concern to sick and homebound and to those in assisted care facilities.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.

- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of EMHC to the Sick & Homebound Coordinator:

- Organizes or conducts training for new Eucharistic Ministers to the Sick and Homebound according to the guidelines set forth by the Liturgical Commission.
- Maintains communication with Head of Liturgical and Pastor for new or changed procedures applicable to all ministers.
- Requests new and replacement name tags from the Parish Secretary. Serves as a member of the Liturgical Commission.
- Collaborates with pastor for the resolving of issues concerning repeated minister absences.
- Requests supplies necessary for ministry duties.
- Maintains updated schedules for ministers.
- Notifies those being served of any changes to the schedule.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Training/Update Sessions.
- Annual formation session for all lay ministers.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Liturgy Participation
- Ministry Participation
- Training

Average Time (may vary):

1½ hour/Liturgy
 2-4 hours/month
 1 hour/participant

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- 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.

EMHC to the Sick & Homebound Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



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General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- As needed.