



Diocese of Westminster

SAFEGUARDING SERVICE

Role: Extraordinary Minister of Holy Communion

Responsible to: Parish Priest

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.

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 the local church.
- (b) To follow the instructions given by the Diocese for the reverent conveying of the Blessed Sacrament and to follow the appropriate format for administration of Holy Communion.
- (c) 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.
- (d) To be respectful of the homes of people in the community.
- (e) To be willing to administer Holy Communion prayerfully.
- (f) 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.
- (g) To wait until medical care has been administered if necessary.
- (h) Willingness to talk with the people to whom the Sacrament is being brought, recognising them as part of the Body of Christ.

Person Specification:

- (a) To have reverence for the Eucharist.
- (b) To have a clear understanding of the Eucharist as a sacrament of unity.
- (c) Full acceptance of the Church's teaching on the Eucharist and the Mass.
- (d) To be available to bring the Eucharist on a regular basis to those in need.
- (e) To recognise that Jesus is present in the Eucharist and in the people to whom it is being given.
- (f) The ability to show courtesy and respect within the homes of other people.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
- (b) To refer any concerns about a child or adult at risk to the Safeguarding Representative in the Parish.
- (c) To be willing to participate in basic safeguarding training.