

ST. LIBORIUS PARISH
EXTRAORDINARY MINISTERS OF HOLY COMMUNION
COMMITTEE GUIDELINES

Mission Statement

The mission of the Extraordinary Ministers of Holy Communion (EMC) Ministry is to serve God and our Parish community through the distribution of the Holy Eucharist to God's people, thus creating a spirit of unity and love within our faith community.

Objective

In accordance with our Mission Statement, our objective is to assist in the prayerful distribution of Holy Communion in a reverent and orderly manner.

Membership

Extraordinary Ministers of Holy Communion must have received the Sacrament of Confirmation, must be registered active members of St. Liborius Parish, must have participated in the training program, and must have been appointed by the Bishop to serve as ministers in the parish. The minister will be in good standing with the Church, a person of faith, who believes in God, follows Christ and trusts in the Holy Spirit. The minister will have a genuine love for the Eucharist. The Diocese requires a renewal of appointment every three years.

Officers

Committee officers shall consist of a Chairperson, Vice-Chairperson, Secretary and Communicator. The term of office for each officer is three years with no consecutive terms.

Duties of Officers

1. Chairperson
 - Preside at all meetings
 - Prepare and distribute the agenda
 - Comply with various assignments delegated by the Pastor

2. Vice-Chairperson
 - In the absence of the chairperson, perform the duties of the chairperson
 - In the event that the chairperson could no longer serve, complete the chairperson's term of office
 - Comply with various assignments delegated by the chairperson

3. Secretary
 - Record the minutes
 - Keep a record of attendance
 - Maintain an updated contact list
 - In the absence of the chairperson and vice-chairperson, serve as chairperson
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4. Communicator

- Send communications to Extraordinary Ministers of Holy Communion
- Place communications in church bulletin
- Assist Scheduler with communications/notices to Extraordinary Ministers of Holy Communion

Selection Process

In the interest of continuity, the vice-chairperson moves into the chairperson position, the secretary moves to the vice-chairperson position.

Requests for volunteers and nominations from the floor will be accepted for the offices to be filled. The list of volunteers and nominations is submitted for the discernment process to the pastor.

Meetings

Regular meetings of the EMC Committee shall be held two (2) times per year in the months of October and March/April on the first Wednesday of the month. The time and location will be announced in the church bulletin.

Officers meetings shall be held prior to each regular meeting unless otherwise warranted. The chairperson shall notify all officers of the date, time, and location of the meetings.

General Guidelines for Extraordinary Ministers of Holy Communion

- Must be sixteen years of age to be eligible to serve as Extraordinary Minister of Holy Communion.
- Each extraordinary minister is responsible to be present and on time when scheduled to serve.
- Each extraordinary minister is responsible for procuring their own replacement when unable to fulfill a scheduled assignment.
- A membership roster is provided and updated on a regular basis.
- All extraordinary ministers are required to adhere to a proper dress code: formal, conservative, and respectful for worship.
- No cell phones, pagers, or gum chewing while participating in the ministry.

Amendments to the Guidelines

Amendments or changes to these guidelines can be proposed by any member of the committee by presenting the proposal in writing to the chairperson for review and discussion. Change is determined at the following regular meeting.