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Safeguarding Office

**Role: Extraordinary Minister of Holy Communion – Level 1**

*(This role is subject to Safer Recruitment processes. This role should not be taken up until the volunteer has completed this process and has been formally appointed.)*

**Aim:** The primary role of the Extraordinary Minister of Holy Communion, Level 1, is to assist with the distribution of Holy Communion **ONLY** within the context of the Mass.

**Responsible to:** The Parish Priest.

**Main Responsibilities:**

**(a)** To administer Holy Communion only within the Parish Church.

**(b)** To follow the instructions given by the Diocese for the appropriate administration of Holy Communion.

**(c)** To access regular training opportunities to keep informed of developments in your role.

**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.

**Protection of Children and Adults at Risk:**

**(a)** To familiarise themselves with National Safeguarding Policies. (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)

**(b)** To refer any concerns about a young person or adult to the parish priest, Safeguarding Representative in the Parish and/or to the Safeguarding Office.

**(c)** Maintain appropriate boundaries.

**(h)** To have completed the online Educare module(s) as directed by the Safeguarding Office.

**Training Requirements:**

**Educare Modules- Safeguarding Children**

**Safeguarding Adults**

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(FOR OFFICE USE ONLY: No DBS)

Review 2022