DoP Logotype blue.png

Safeguarding Office

**Role: Extraordinary Minister of Holy Communion – Level 2**

*(This role is subject to an enhanced DBS with a check against the child and adult workforce. This role should not be taken up until the volunteer has completed the DBS process and has been formally appointed.)*

**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.

*When you are invited into a person’s home you must be respectful, maintain appropriate boundaries and be respectful to their needs. You may be their only contact with the Church, please make their Communion as reverent and meaningful as possible.*

**Responsible to:** The Parish Priest.

**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.

**(i)** To ensure that Safeguarding procedures are in place and adhered to.

**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)** 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. (<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)** Relationships can develop and particularly where there is no family, you may be trusted with confidential information about access to the home and or location of valuables. For your own protection, it is recommended that you make your parish priest aware of such instances.

**(d)** Meet regularly to discuss with the parish priest or other appointed person your ministry and those whom you visit to enable to share concerns.

**(e)**If you are concerned that a person is at risk of immediate harm contact 999 and inform the parish priest, Safeguarding Representative and or the Safeguarding Office.

**(f)**Wherever possible volunteers should visit in pairs.

**(g)**You must NOT handle money and or perform shopping tasks without first informing the Safeguarding Office.

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

**Training Requirements:**

**Educare Modules- Safeguarding Children**

**Safeguarding Adults**

**Mental Capacity Act**

**……………………………………………………………………………………………………….**

(FOR OFFICE USE ONLY: DBS Product – CM6)

Review 2022