**Extraordinary Minister of Communion of the Sick**

The Archdiocese of Wellington has adopted policies, procedures and guidelines for Safeguarding to ensure all church personnel, including volunteers maintain a safe and healthy ministry environment. Our commitment to these standards requires that we are confident about the safe conduct of all our employees and volunteers who work with children, young people and adults who may be vulnerable. Those who serve as Extraordinary Minister of Communion of the Sick are required to attend Safeguarding Training.

***The Extraordinary Minister of Communion to the Sick will celebrate Communion with parishioners who are unable to attend regular liturgy.  This ministry provides the sick, homebound and/or institutionalized with a sense of community and belonging due to illness or infirmity.***

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| VOLUNTEER TITLE: | Extraordinary Minister of Communion of the Sick | |
| PARISH: |  | |
| VOLUNTEER NAME: |  | |
| VOLUNTEER TENURE: | Describe the number of likely days and /or hours per week or month | |
| VOLUNTEER REPORTS TO: | Parish Priest/Delegated Person | |
|  | | |
| **Key Tasks and Responsibilities**  Assigning all or some of these tasks is at the discretion of the Parish Priest | | |
| TASKS | | EXPECTATIONS |
| * Prepare all necessary items such as: appropriate Communion of the Sick Service book or leaflet, pyx, prior to visit. Receive Consecrated hosts at the end of Mass. * Contact parishioners to arrange a convenient time and date for the visit. * Prayerfully meditate in preparation for a meaningful visit. * Ensure the parishioner/s is/are prepared and ready to receive communion paying particular attention to their special needs. * Ensure all is well with the parishioner before departing. * Health & safety for self and others. | | * Observe confidentiality with private matters of those who are visited. * Bring to the attention of the Parish Priest any matters related to changes in health and/or spiritual needs of the parishioner. * Have the necessary transportation to carry out this ministry. * Check with the person themselves, their family, or the priest to identify any specific requirements e.g. gluten free, difficulty with swallowing.  If unsure seek advice, on how to handle, from the Liturgy Centre. * Ensuring health and safety of all within the parish environment. * Observe the ‘two-person’ rule |
| This role will comply with Wellington Archdiocese:   * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 | | Volunteers will receive copies of the Wellington Archdiocese:   * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 |

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

Requires flexibility, sensitivity and open-mindedness in response to each situation.

Adhere to the requirements of institutions – hospitals/nursing homes.

VERIFICATION / AUTHORISATION

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position / Title) (Name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE SIGNED BY THE ROLE HOLDER:

* I have read and understand this task description.
* I have read and understand the Safeguarding Policy 2018.
* I have read, understood and signed the Archdiocese of Wellington Code of Conduct for Employees and Volunteers 2019.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_