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# DIOCESE *of* GAYLORD

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## POLICY FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

### OFFICE OF WORSHIP AND LITURGY

In the Diocese of Gaylord, any adult parishioner who is a fully initiated Catholic and is in good standing with the Catholic Church is qualified to be commissioned as an Extraordinary Minister of Holy Communion.

- An **adult** is defined as anyone who is 18 years of age or older.
- A **fully initiated Catholic** is defined as anyone who has received their Sacraments of Initiation; namely Baptism, Confirmation, and Holy Communion.
- A **Catholic in good standing** is defined as a Catholic who professes all that the Catholic Church believes, teaches and proclaims to be revealed by God and is living in accord with the precepts of the Catholic Church as defined in the Catechism of the Catholic Church, par. 2041-2043. Catholics who are married must have been married in the Church or have had their marriage blessed by a priest.

### Certification/Renewal Requirement

- 1) New Extraordinary Ministers must complete a one-time certification hosted by the Office of Worship and Liturgy within the first year of beginning their ministry.
  - a. Parishes should submit a “Permission Request for Certification of Extraordinary Ministers of Holy Communion” to the Office of Worship and Liturgy for each parishioner who is seeking to be commissioned. Extraordinary Ministers should not begin their ministry until receiving confirmation from the diocese that their paperwork has been received.
  - b. Parishes will receive a certificate for each parishioner who completes the diocesan certification. The certificate should be kept in parish records. Additional copies for the parishioner’s personal records can be made available upon request.
  - c. If a certified parishioner relocates to a different parish within the Diocese of Gaylord, the new parish should notify the Office of Worship and Liturgy of the parishioner’s intent to continue their ministry as an Extraordinary Minister. Their certificate will then be transferred to the new parish. Upon receiving confirmation from the Office of Worship and Liturgy and any necessary local training from the new parish, an Extraordinary Minister may continue their ministry at the new parish.
- 2) Every three years, Extraordinary Ministers must attend a renewal session hosted by the parish.
  - a. Parishes should maintain a current list of Extraordinary Ministers and their renewal dates.
  - b. Parishes should inform the diocese whenever Extraordinary Ministers attend a renewal session so the diocese can maintain a current register of active Extraordinary Ministers. This can be communicated by email or phone to the Director of Worship and Liturgy.

## **Lay Ministry to the Homebound, Hospitals, & Nursing Homes**

In the Diocese of Gaylord, any certified Extraordinary Minister of Holy Communion may be delegated as a lay minister to the homebound, hospitals, and nursing homes for their parish at the discretion of the pastor.

- 1) Those seeking to serve as lay ministers to the homebound, hospitals, and nursing homes on a regular basis must complete a one-time certification session covering the unique aspects of their ministry. This certification is in addition to the one-time certification for all new Extraordinary Ministers of Holy Communion.
  - a. Parishes will receive a certificate for each parishioner who completes the diocesan certification. The certificate should be kept in parish records. Additional copies for the parishioner's personal records can be made available upon request.
- 2) Those who minister to the homebound, hospitals, and nursing homes are subject to the protocols outlined in the "Policy to Maintain a Safe Environment for Minors and for Vulnerable Adults."

### **Cameron Diachun**

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Register for the EMHC training session [here](#).



# DIOCESE *of* GAYLORD

## PERMISSION REQUEST FOR CERTIFICATION OF AN EXTRAORDINARY MINISTER OF HOLY COMMUNION

This form is to be used when a person is seeking to receive an indult from the bishop to serve as an Extraordinary Minister of Holy Communion. Before granting the indult, a parish leader should review the “Policy for Extraordinary Ministers of Holy Communion” and instruct the candidate in the particular procedures of that parish.

Legal Name

Address

City/ZIP

Phone

Email

Parish Name

Parish City

Have you received “how to” training from the parish?

☐ Yes

☐ No

Will you be ministering to the homebound, hospitals,  
or nursing homes on a regular basis?

☐ Yes

☐ No

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I, \_\_\_\_\_, hereby verify that the above is true to the best of my knowledge and I will continue to live in accord with the teachings of the Catholic Church. I understand that serving as an Extraordinary Minister of Holy Communion is a privilege, not a right.

Signature of Candidate

Date

Signature of Pastor/Director of Parish Life

Date

Printed Name of Pastor/Director of Parish Life

For office use only:

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

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

Updated 4/19/2023

## **2025 Schedule of EMHC Certification Sessions**

June 2 at 6:00 PM: All Saints, Alpena (parish hall)

June 3 at 6:00 PM: Cross in the Woods, Indian River (Longhouse room)

June 4 at 10:00 AM: St. Mary Cathedral, Gaylord (parish hall)

June 6 at 1:00 PM: St. Joseph School, West Branch (school cafeteria)

June 9 at 6:00 PM: St. Mary Cathedral, Gaylord (parish hall)

June 11 at 10:00 AM: St. Mary-St. Charles, Cheboygan (church basement)

June 12 at 10:00 AM: St. Mary, Lake Leelanau (parish hall)

June 12 at 6:00 PM: St. Patrick, Traverse City (social hall)

June 13 at 6:00 PM: Sacred Heart, Oscoda (family center)

June 16 at 6:00 PM: St. Joseph, East Jordan (parish hall)

June 18 at 10:00 AM: Divine Mercy, Manistee (parish center)

June 18 at 6:00 PM: St. Ann, Cadillac (parish hall)