

Resurrection Parish, Keysborough Volunteer Position Description

Communion Minister



Reports to:

Parish Priest, Parish Leadership Team, Mass Co-ordinator, Volunteer Co-ordinator

Other Key Relationships: Sacristan

Position Purpose

- To assist the celebrant in the distribution of Holy Communion.

Qualifications and Experience

- No experience required.
- Practices the Catholic faith through regular attendance at liturgy
- Must have received the Sacrament of Confirmation.

Training

- Volunteers over the age of 18 are required to complete the Safeguarding Essentials Training module and sign a Code of Conduct every 3 years.
- Children under the age of 18 must be under the supervision of an adult.

Conditions

- Volunteer role
- Expected commitment is 1 hour per week / month
- Volunteers over 18 years of age must hold a Working with Children Check or Victorian Institute of Teaching registration.
- Volunteers at one preferred Mass time except for allocated special Masses.
- Can only perform one ministry per Mass.

Skills and attributes

- Strong motivation to work within the Catholic Church environment and a deep commitment to its values.
- Commitment to ongoing personal faith formation and spiritual growth.
- Demonstrates honesty, integrity, reliability and responsibility.
- Proven willingness to work collaboratively and effectively as part of a team.
- Highly planned and organised, yet flexible and adaptable to changing circumstances.
- Eagerness to participate in learning opportunities, including induction, training and ongoing development.
- Excellent communication skills with the ability to interact effectively and respectfully with diverse groups of people.
- Strict adherence to confidentiality and the privacy of parishioners.

Key Duties

- Arrive in a timely manner prior to the commencement of Mass.
- Dresses neatly and modestly.
- Comes forward during or at the conclusion of the Sign of Peace and receives communion and wine.
- Distributes the host to communicants with the words, "The Body of Christ". Allows the recipient to reply "Amen."
- Distributes the wine with the words "The Blood of Christ". Allows the recipient to reply "Amen" and to take a sip of the consecrated wine and uses the purifier to wipe the chalice.
- For worshippers who approach with their arms crossed, a spiritual blessing is administered.
- Returns the chalice or vessel to the president priest and returns to the celebration of the Mass.
- Notifies Mass Co-ordinator within a reasonable time of likely absences or leave requests.
- Reports to the Mass Co-ordinator upon arrival at Mass.