




# SAFEGUARDING IN OUR PARISHES

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Extraordinary Minister  
of the Eucharist

Keep In Touch  
With Us

0151-652-9855 

[www.dioceseofshrewsbury.org](http://www.dioceseofshrewsbury.org) 

[safeguarding@dioceseofshrewsbury.org](mailto:safeguarding@dioceseofshrewsbury.org) 



# Diocesan Safeguarding ROLE DESCRIPTION

## Extraordinary Minister of the Eucharist

### ROLE PURPOSE

- To assist the priest in distributing Holy Communion. This could be within Mass, a Liturgy of the Word with Holy Communion, or taking Holy Communion to the sick, housebound and elderly who are unable to attend Mass.

### MAIN RESPONSIBILITIES

- Assist the Priest to administer the Holy Communion in church and to those in the Parish community who are housebound due to health, age, or disability, or for whatever reason are unable to attend church.
- To follow instructions and training provided by the Diocese for the appropriate administration of Holy Communion prayerfully.
- To respect the regulations and boundaries of the organisation when visiting hospitals or care homes, and to notify the relevant supervisory position of your presence.

- To be familiar with CSSA national policies and support safeguarding practices.
- To refer and concerns or allegations about a child, young person or adult at risk to the Parish Priest, Parish Safeguarding Representative or the Safeguarding Office.
- To communicate with the individual responsible for the EMHC arrangements when planned visits will take place, to who and when they are completed.
- To complete role relevant CSSA Learning Management System e-learning as guided by the Safeguarding Office and access regular training opportunities where available internally and externally of the diocese.

### PERSON SPECIFICATION

- To maintain full acceptance of the Church's teaching on the Eucharist and Mass.
- To be available to bring the Eucharist to those in need on a regular basis if required.
- The ability to show courtesy and respect within the residence of others.
- Ability to maintain appropriate confidentiality and to conduct themselves with integrity.

#### DBS

This role is subject to an enhanced DBS. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Office.

Responsible to: Parish Priest,  
Safeguarding Office & Activity Leader

Being invited into peoples' homes puts you in a unique position. You are potentially their only contact with the Church. Please make their reception of Holy Communion as reverent and meaningful as possible and be aware of their needs.

When visiting the housebound you must remember that you are there at their invitation. It is a special relationship that you have, one that includes a degree of trust on the part of the communicants.

As a recommendation of safe practice for all parties, the communicant should initially receive a pastoral visit by the Parish Priest, Deacon, or both to identify the spiritual needs of the communicant. Following this the Parish Priest can then identify the appropriate EMHC volunteer(s) to visit the communicant.

Many housebound people are elderly, living alone and frail. You must be aware of your physical presence and use it to give confidence to the communicant. Eye contact and communicating with them on their level is important. Speak directly to the communicant where possible instead of others who may be present.

# ROLE GUIDANCE

## Extraordinary Minister of the Eucharist



Relationships can develop and, particularly where there is no family, you may be trusted with confidential information or such things as the location of valuables. It is required that for your own protection, your parish priest be made aware of such instances.

Where there are family members it is recommended that they are made aware of your role and when visits will take place.

Having got to know the people you visit, do only what you feel is right and proper for their well-being and, if in doubt, consult with your parish priest or seek advice from the Safeguarding Office.

If you are asked to help in any way that involves handling money (e.g. Mass intentions or donations to the parish) ensure that all money is clearly accounted for and a record is kept which others can view. Gifts should not be accepted to provide clarity in the relationship between the communicant and the EMHC.



If concerned that a person is at risk of immediate harm, contact the police, ambulance service or social care services as appropriate and advise the parish priest, parish safeguarding representative of the action taken. · Make the person with overall responsibility for Communion to the housebound in the parish aware of planned visits and when they are completed.

# REPORTING PROCESS

If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can also contact Catholic Safeguarding Standards Agency (CSSA) by telephoning 0207 901 1920 or via email at [admin@catholicsafeguarding.org.uk](mailto:admin@catholicsafeguarding.org.uk)

## Diocesan Safeguarding Office



Curial Office, 2 Park Road South,  
Prenton, Wirral, CH43 4UX.



0151-652-9855 (Mon-Fri 9am-5pm)



[safeguarding@dioceseofshrewsbury.org](mailto:safeguarding@dioceseofshrewsbury.org)

# WORDS FROM BISHOP MARK DAVIES

“Safeguarding is a task and commitment to which every member of the Church is called. Safeguarding is part of proclaiming the Gospel, for in all our efforts to care and protect the most vulnerable we give witness to Christ. The same Jesus, the Eternal Son of God who became vulnerable and defenceless as a tiny child entrusted to Our Lady and Saint Joseph.

Today we can be grateful for so many in our Shrewsbury Diocese who serve the Church's mission in safeguarding, helping to make the home and family of the Church the safest of places for the young and the most vulnerable. We are thankful too for the invaluable network of volunteers and team of professionals at parish and diocesan level who help us all put safeguarding into practice in our communities and remind us of our shared responsibilities.

With my thanks to everyone who is part of the Church's safeguarding mission today.

*Bishop Mark Davies*



Diocese of  
Shrewsbury

