



# DIOCESE *of* GAYLORD

## **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.

# June 2024

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	2:00 pm - Holy Childhood of Jesus, Harbor Springs	7:00 pm - St. Philip Neri, Empire in the Parish Hall	10:00 am - St. Augustine, Boyne Falls 6:00 pm - Holy Childhood of Jesus, Harbor Springs	1:00 pm - Holy Family, East Tawas 6:30 pm - St. Ignatius of Loyola, Rogers City in the church		
16	17	18	19	20	21	22
		1:00 pm - All Saints Parish, Alpena in the Parish Hall 6:00 pm - St. Patrick, Traverse City in the Parish Hall	10:00 am - Divine Mercy Parish, Manistee 4:00 pm - Our Lady of the Lake, Prudenville in the school cafeteria	1:00 pm - Immaculate Conception, Traverse City 6:00 pm - St. Mary/St. Charles, Cheboygan		
23	24	25	26	27	28	29
		7:00 pm - St. Philip Neri, Empire in the Parish Hall	10:00 am - St. Joseph, Oneskama in the Fellowship Hall 4:00 pm - Our Lady of the Lake, Prudenville in the school cafeteria	1:00 pm - St. Mary/St. Charles, Cheboygan 6:00 pm - Holy Family, East Tawas	6:00 pm - St. Mary Cathedral, Gaylord in the Parish Hall	
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