

Our Lady of Victory Parish ✦ Davenport, Iowa  
**Minister of the Eucharist**  
Position Description

**Purpose of Position**

To facilitate the sharing of Holy Communion among members of the assembly.

Ordinary ministers of the Eucharist are bishops, priests and deacons. Whenever they are present at a liturgy, and are vested according to their order, they are to fulfill this ministry. Extraordinary Ministers of the Eucharist are to be employed when the number of ordinary ministers is insufficient to serve the assembly in a reverent and expedient manner.

**Responsibilities**

- Follow established procedures regarding communion stations and distribution of host and/or cup.
- Focus on the significance of your actions and demonstrate reverence in all you do.
- Be alert for individuals who wish to have communion brought directly to them in the pew, and respond graciously when signaled for this by a Greeter/Usher.
- Arrange for your own substitute, if one is needed.

**Qualifications**

- Baptized and confirmed Roman Catholic at least 16 years of age who regularly shares in the Eucharist.
- Of exemplary Christian character and demonstrates an interest and involvement in the life of the community.
- Not under a canonical penalty, whether imposed or declared.
- Ability to look another person in the eye with comfort and touch another person with ease.

Selection of Ministers of the Eucharist will be made under the direction of the pastor and/or pastoral staff. The pastor makes a recommendation to the Bishop of the diocese who accepts the appointment for a three-year term.

**Amount of Time Required**

Approximately 1 hour per week Mass time.

**When Ministry Is Performed**

- During one of the regularly scheduled weekend or Holy Day Masses.
- Ministers of the Eucharist are assigned for all the Sundays of a month during your preferred Mass time.

**Training Provided**

- Minister of the Eucharist orientation session.  
(Ministers of the Eucharist will be prepared for serving both the consecrated bread and the consecrated wine and should be willing to distribute either form depending upon the need.)
- Periodic enrichment and renewal sessions.  
(A sincere effort to attend scheduled enrichment and renewal sessions is expected).
- Printed guidelines and suggestions.

**Responsible To**

Ministry Coordinator: Bob Briggs  
1326 W. 41<sup>st</sup> Street, Davenport 52806  
Phone: 386-2345

**Support Provided**

- Printed schedule and complete roster of all Ministers of the Eucharist.
- Timely communications from the ministry coordinator about unusual procedures and/or extraordinary needs.

**Position Reviewed:** December 2001