

## **Ministry Formation at OLV: Policy and procedures**

**Rationale:** Members of the Eucharistic assembly designated as Ministers need practical training to complete their ministry, as well as continuing support for understanding how their ministry works with all the others and how they can grow spiritually through the exercise of their assigned responsibilities.

**Policy:** Formation is required by all Lectors, Extraordinary Ministers of Holy Communion, Music Ministry, Cantors, and Adult servers, and is highly recommended for Greeters/ Hospitality Ministers.

The Pastor, following Diocesan requirements, monitors and recommends to the Bishop for approval of eligible members of the community for EMHC for a three year period. These requirements will be published and changes in eligibility are expected to be reported for Pastor's review. Candidates for other Liturgical Ministries should be approved by coordinators.

**Procedures:** Training follows the program approved by Pastor/or Pastoral Associate, and recommended by the Liturgy Commission.

### **I. INITIAL TRAINING**

Sessions will be scheduled at least 2X/ year or as needed

Includes history, spirituality, practical considerations, and details of job description

Should be completed prior to being scheduled

**II. COMMISSIONING** is held for EMHCs annually, for other ministries as decided by Coordinators of Ministry

**III. ON-GOING IN-SERVICE** is part of the parish expectation for ministry. Annual participation in available training is required. A suitable alternative may be approved at the discretion of the coordinator for those unable to attend the training.

**IV. Materials** designed to enrich understanding or practice, or special updates on Liturgical practice will be jointly prepared by Liturgy Commission Coordinators or designated members

Programs used for training, commissioning, and in-service are expected to be submitted to Pastor/ PAFF for approval and include

- qualified speakers
- articles and materials reflective of Diocesan Policies

Approved April 13, 2010