



Catholic Diocese of Saginaw + Office of Liturgy + 5800 Weiss Street, Saginaw, MI 48603

Training, Formation and Commissioning of Extraordinary Ministers of Holy Communion

INTRODUCTION

This document supersedes the *Training and Formation* and *Commissioning* sections in **Guidelines and Protocols for Liturgical Ministers** (promulgated on June 22, 2014), for *Guidelines for Extraordinary Ministers of Holy Communion at Mass*. The updated training, formation, and commissioning of Extraordinary Ministers of Holy Communion (EMHC) was proposed by the Presbyterate Council and presented to Bishop Gruss, which he subsequently approved.

The changes most notable from the previous process are:

- Pastors and/or Directors of Parish Life appoint people to the liturgical role of EMHC, not the bishop.
- EMHC certificates, signed by the bishop, will not be issued from the Office of Liturgy. However, if a parish wants to issue a certificate of their own, they can.
- Shifted responsibility from the diocese to the parishes for providing initial certification training.
- Updated the *Order for the Commissioning of Extraordinary Ministers of Holy Communion within Mass*.

The areas of certification training, renewal formation, the responsibility of the Office of Liturgy and parishes, and training resources are described in this document.

CERTIFICATION TRAINING (INITIAL ONLY)

Once suitable candidate(s) have been identified to serve as EMHC, the Pastor and/or the Director of Parish Life (or their delegate) must provide certification training ranging from theological aspects of the real presence to logistics on how to distribute Holy Communion to the parish community. The training topics that are covered is at the discretion of the Pastor and/or the Director of Parish Life. This training should serve as a way of deepening one's dedication, devotion and understanding of the gift of the Eucharist.

The completion of certification training is documented using the [Certification Form](#). The names on the form are approved by the Pastor and/or Director of Parish Life stating that they have met the criteria for being an EMHC.

- Send a copy of the completed, signed and dated Certification Form to the Office of Liturgy either by e-mail (bzondlak@diosag.org) or U.S. Mail:

Office of Liturgy
5800 Weiss Street
Saginaw, MI 48603

- The Office of Liturgy will document the information in the EMHC database.
- Parishes must document and track certification training.

The individuals who successfully completed certification training must be formally commissioned in their parish before they begin their ministry for a three-year term. Consider using the [Order for the Commissioning of Extraordinary Ministers of Holy Communion within Mass](#) when deputing these individuals.

RENEWAL FORMATION (EVERY 3-YEARS)

After the initial three-year term, EMHC who want to continue in their liturgical ministry, and are supported by their Pastor and/or Director of Parish Life, must complete a renewal formation session anytime within their renewal year. A renewal formation session is provided by the Pastor and/or Director of Parish Life (or their delegate). The formation

topics presented are at the discretion of the Pastor and/or Director of Parish Life, but should foster a deeper devotion to the gift of the Eucharist.

The completion of a renewal formation session is documented using the [Renewal Form](#). The names on the form are approved by the Pastor and/or Director of Parish Life stating that they have met the criteria for being an EMHC.

- Send a copy of the completed, signed and dated Renewal Form to the Office of Liturgy either by e-mail (bzondlak@diosag.org) or U.S. Mail:

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- The Office of Liturgy will document the information in the EMHC database.
- Parishes must document and track renewal formation sessions.

Individuals who successfully complete a parish renewal formation session need not be re-commissioned, unless they are new to the parish community (e.g., due to transfer).

RESPONSIBILITY OF THE OFFICE OF LITURGY

The Office of Liturgy will:

- maintain an EMHC database to help parishes monitor and track certification training and renewal formation sessions.
- notify parishes in the year EMHC are due for renewal formation.
- provide support, resources and answer questions.

RESPONSIBILITY OF THE PARISHES

Parishes will:

- monitor and track individuals who have successfully completed certification training and renewal formation sessions.
- notify the diocese of any status changes with EMHC (e.g., no longer serving, deceased, moved away).

TRAINING RESOURCES

Below are some resources that may be used for developing certification and/or renewal formation training.

- Diocese of Saginaw
 - [EMHC Certification training](#) session held at Holy Spirit Parish on June 14, 2023
 - [Guidelines and Protocols for Liturgical Ministers](#)
 - [Extraordinary Ministers of Holy Communion at Mass](#)
 - [Prayer for the Ongoing Formation of Extraordinary Ministers of Holy Communion](#)
 - [Sample Rite for Distribution of Holy Communion to the Sick and Homebound](#)

- USCCB
 - <https://www.usccb.org/resources/mystery-eucharist-life-church-0>

- FDLC
 - <https://resources.catholicaoc.org/offices/divine-worship-and-sacraments/worship-resources/extraordinary-ministers-of-holy-communion>

- Augustine Institute
 - <https://www.augustineinstitute.org/program-categories/eucharist-presence>
 - <https://www.augustineinstitute.org/bible-studies/lectio-eucharist>
 - <https://reviveparishes.com/eucharist-course/#revive-sign-up>
 - [Formed](#)

- Archdiocese of Cincinnati
 - <https://resources.catholicaoc.org/offices/divine-worship-and-sacraments/worship-resources/extraordinary-ministers-of-holy-communion>

- Archdiocese of Detroit
 - <https://www.unleashthegospel.org/2019/10/the-real-presence-of-christ/>
 - <https://www.unleashthegospel.org/2022/04/entering-into-the-mystery-2/>

- Archdiocese of New York
 - <https://archny.org/ministries-and-offices/liturgy/archdiocesan-guidelines/>