


Name of Policy: <u>Extraordinary Ministers of the Eucharist</u> Policy Number: 3364-103-PC-08 Department: Service Excellence - Pastoral Care Approving Officer: Chief Experience Officer Responsible Agent: Spiritual Support Manager Scope: UPMC Pastoral Care	 Effective Date: 10-4-2019 Initial Effective Date: 4/10/1989
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </div> <div> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </div> </div>	

(A) Policy Statement

When requested, Catholic patients will be given the opportunity to receive Holy Communion from a commissioned Extraordinary Minister of the Eucharist.

(B) Purpose of Policy

To define the qualifications, duties, and competencies of the Extraordinary Minister of the Eucharist.

(C) Procedure

1. Extraordinary Ministers of the Eucharist will possess the following qualifications:
 - a. A strong and stable spirituality.
 - b. Trained and updated with the latest information offered by the Roman Catholic Church.
 - c. Is a member in good standing of an area Roman Catholic congregation
 - d. Has been commissioned every two years by the Toledo Catholic Diocese through the Pastoral Care Department at the University of Toledo Medical Center and provide verification of such.
 - e. Possess good communication skills and command of the English language.
 - f. Physically able to move about the hospital and between buildings on the university campus.
 - g. Ability to take initiative and be flexible assuming differing roles as needed.
2. The duties of the Extraordinary Minister of the Eucharistic are as follows:
 - a. Prepare a visitation list for the day, using computer reports and information obtained from chaplains and the previous day's Extraordinary Minister of the Eucharist.
 - b. Visit Roman Catholic patients, offering Holy Communion and prayer, as appropriate and as desired by the patient and/or family.
 - c. Promptly communicate pertinent information to chaplains and other Extraordinary Ministers of the Eucharist.
 - d. Record total number of communions given and total prayers said for all patients in the Pastoral Care Department records.
3. The Following competencies will be exhibited by the Extraordinary Minister of the Eucharist:
 - a. Demonstrates strict patient confidentiality. Uses confidential files and data as specifically authorized by the Manager of Pastoral Care Department. Immediately reports any unauthorized access or use of confidential information to the manager.
 - b. Demonstrates the ability to respond in case of a fire emergency or crisis situation.
 - c. Shows appropriate interaction based upon the age of the patient visited.
 - d. Projects a positive attitude and professional interaction with others.
 - e. Dresses appropriately, is neat in appearance, and wears an identification badge at all times while on duty.
 - f. Hospital hand hygiene policy is to be followed at all times.

4. Extraordinary Ministers of the Eucharist will have participated in the following educational/training experiences:
 - a. Training and Educational updates as offered by a local Roman Catholic parish.
 - b. Volunteer Orientation Class (Basic: HIPAA and safety training and age-specific competencies)
 - c. Department specific orientation, assignment training, emergency procedures and evaluation by the Manager of Pastoral Care Department.

Note: A trained lay person or a pastor shall be called for all non-catholic patients who wish to receive communion.

<p>Approved by:</p> <p>/s/ _____</p> <p>Mario Toussaint</p> <p>Chief Experience Officer</p> <p><i>Review/Revision Completed By:</i></p> <p><i>Dan Deeter</i></p>	<p>Review/Revision Date:</p> <p>4/1990 08/17/2018</p> <p>1/2005 10/4/2019</p> <p>102006</p> <p>8/15/2008</p> <p>10/29/2012</p> <p>10/23/2015</p>
	<p>Next Review Date: 10/4/2022</p>
<p>Policies Superseded by This Policy: PC-08</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.