



FROM THE DESK OF REVEREND JAMES WILLIAM BESSERT

Catholic Diocese of Saginaw + Office of Liturgy + 5800 Weiss Street + Saginaw, Michigan 48603-2762

MEMORANDUM

TO: All Priests, Deacons and Pastoral Administrators
DATE: Friday, September 14, 2018 – Feast of the Exaltation of the Holy Cross
RE: “Re-certification” of the Extraordinary Ministers of Holy Communion (EMHC) at the Parish

Background of EMHC Formation Sessions

When we launched the newly created program for the “certification” of Extraordinary Ministers of Holy Communion (by virtue of the Guidelines and Protocols for Liturgical Ministers for the Diocese of Saginaw, the requirements of Redemptionis Sacramentum, the Code of Canon Law, and the Norms for the Distribution and Reception of Holy Communion Under Both Kinds in the United States of America) in the summer of 2015, the diocesan Office of Liturgy established a procedure whereby we:

- created a diocesan-wide catechetical process with a presentation on the liturgical and theological formation sessions (per the requirements of the above-mentioned documents);
- created a diocesan-wide database (which is to be monitored every three years);
- provided certificates and a ceremony of commissioning of EMHC at each parish;
- provided each parish with a companion booklet: Guide for Extraordinary Ministers of Holy Communion (from the Liturgical Ministry series of Liturgical Training Publications, Chicago, IL) which was to be given to each EMHC by the Pastor/Pastoral Administrator (at time deemed appropriate by the parish); and
- trusted that all Pastors and Pastoral Administrators would provide practical training sessions as to the “how to” accomplish their EMHC role and responsibilities in each of our diocesan parishes.

To date, nearly 4,500 individuals attended and have become officially “certified” as EMHC throughout our diocesan parishes and serving in various other Catholic institutions. We continue to offer quarterly formation sessions as additional candidates are presented for this certification process (see listing below).

Re-certification Process for those Already Certified as EMHC

We have now reached the three-year renewal process and the Office of Liturgy has been contacting our parishes to let them know that it is the responsibility of each Pastor or Pastoral Administrator to resubmit to us the names of those who are to be “Re-commissioned” as EMHC. For this to happen, we have informed ALL Pastors and Pastoral Administrators that: (1) once a candidate has participated in the original formation session; (2) has been certified as an EMHC; (3) and entered into our diocesan database, now the Pastor and Pastoral Administrator is to provide the on-going formation required for their EMHC to be re-commissioned (for another three-year period).

In light of this communication, we have received several inquiries as to how this is to take place. Hence, the reason for this Memorandum. Here are our recommendations:

Offer a Gathering of Reflection – on perhaps a weekday evening, a Saturday morning or Sunday afternoon (or a combination of several offerings depending upon the needs of the parish):

- Provide an experience of prayer whereby you walk all the EMHC through Chapter I of a Guide for Extraordinary Ministers of Holy Communion.
- We would highly recommend that all EMHC be given the opportunity to read through this chapter in advance of the gathering and be encouraged to review “The Qualities of the Extraordinary Minister of Holy Communion” (see page 15) and then conduct a process on “Questions for Reflection and Discussion” (see pages 16-17).
- Upon the attendance and completion of this parish formation session, the Pastor or Pastoral Administrator simply re-submits the names of those who are to be re-certified and we will process their certificates accordingly.

For those individuals who are in need of the special formation session provided by the Office of Liturgy for new EMHC, here is the schedule:

Saturday, September 22, 2018

1:00 – 2:30 pm
St. John Paul II Parish
St. Josaphat Church
469 Shattuck Road
Saginaw

Saturday, December 1, 2018

1:00 – 2:30 pm
St. John Paul II Parish
St. Josaphat Church
469 Shattuck Road
Saginaw

Saturday, March 23, 2019

1:00 – 2:30 pm
St. John Paul II Parish
St. Josaphat Church
469 Shattuck Road
Saginaw

Saturday, June 15, 2019

1:00 – 2:30 pm
St. John Paul II Parish
St. Josaphat Church
469 Shattuck Road
Saginaw

If you have any questions regarding the formation sessions or the process for re-certification, please contact the Office of Liturgy at (989-797-6665) and we will be happy to assist you.

All peace and good!