

**OFFICE FOR DIVINE WORSHIP
ARCHDIOCESE OF PHILADELPHIA
November 2025**

**FORMATION AND TRAINING OF EXTRAORDINARY MINISTERS
OF HOLY COMMUNION IN THE PARISH, RELIGIOUS COMMUNITY,
SCHOOL AND/OR INSTITUTION**

The Office for Divine Worship provides formation and training sessions for candidates selected by the pastor or chaplain throughout the year which are to be supplemented by additional sessions locally. This is the typical pattern of formation and training.

Sometimes it may be preferred that the candidates receive formation and training locally without participating in the archdiocesan session.

The Office for Divine Worship recommends *Guide for Extraordinary Ministers of Holy Communion*, Third Edition, Corinna Laughlin, Kenneth A. Riley, Paul Turner from Liturgy Training Publications as the parish guide for the formation and training. It is also available in Spanish.
<https://www.ltp.org/products/subject/RESLMEM/extraordinary-ministers-of-holy-communion>

In addition, the following resources are to be considered:

The Ritual Book for Extraordinary Ministers of Holy Communion
Holy Communion and the Worship of the Eucharistic Mystery outside Mass, 2024
Catholic Book Publishing

<https://catholicbookpublishing.com/products/rite-of-holy-communion-worship-of-eucharist-outside-mass-brown>

This ritual book contains the rites specifically designated for use by Extraordinary Ministers of Holy Communion. The instructions and rites should be reviewed as part of the formation and training.

Communion of the Sick, Revised Edition

Extract from the ritual book, *Holy Communion and the Worship of the Eucharistic Mystery outside Mass*, for the easy use of the Extraordinary Minister of Holy Communion
Liturgical Press

<https://litpress.org/Products/8970/Communion-of-the-Sick>

Administration of Communion to the Sick by an Extraordinary Minister

A portable card with the rite

Liturgical Press

<https://litpress.org/Products/8969/Administration-of-Communion-to-the-Sick-by-an-Extraordinary-Minister>

GENERAL NORMS

All Extraordinary Ministers of Holy Communion, without exception, are to have a current appointment letter from the Archbishop.

Extraordinary Ministers who serve in institutions and schools throughout the Archdiocese are typically commissioned for service in their parishes and likewise commissioned for service in the institution and/or school.

Candidates are to be fully initiated practicing Catholics, high school graduates, not in an invalid marriage, recognized for faith and devotion to the Holy Eucharist as well as for service in the parish/institution/school. Pastors/chaplains are reminded to be discerning in the invitation to members of the lay faithful to carry out this ministry.

Pastors and chaplains are encouraged to send new Extraordinary Ministers of Holy Communion to the archdiocesan formation and training sessions. Letters of Appointment from the Archbishop will then follow. *Veteran Extraordinary Ministers of Holy Communion are also welcome to attend.*

Pastors and chaplains are reminded to inform the Office for Divine Worship if they conduct their own formation and training as well as to send to this office their request for new Extraordinary Ministers of Holy Communion. Request forms can be found on the Office for Divine Worship website. Letters of Appointment from the Archbishop will then follow.

Extraordinary Ministers of Holy Communion are appointed for a three-year term and for the place where they are commissioned. Terms may be renewed if agreeable to both the pastor/chaplain and the Extraordinary Minister of Holy Communion. All records of active Extraordinary Ministers of Holy Communion are maintained by the parish/institution/school.

Extraordinary Ministers of Holy Communion are commissioned after participation in a formation and training session, according to the form found in the *Book of Blessings*, Chapter 63, "Order for the Commissioning of Extraordinary Ministers of Holy Communion."

Extraordinary Ministers of Holy Communion **only** serve in the parishes/institutions/schools for which they are commissioned.

[A video presentation for the formation and training of Extraordinary Ministers of Holy Communion at St. Norbert Parish, Paoli, PA by Father Dennis Gill, 2019,
https://drive.google.com/file/d/1ODXcW3Kxcn_r_7EHLy-flakcNd_V5JEO/view]

For additional guidelines and resources, see <https://www.odwphiladelphia.org/sacred-liturgy/archdiocesan-guidelines/>.