



**NORMS FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION  
IN INSTITUTIONS AND ALL ACADEMIC SETTINGS  
IN THE ARCHDIOCESE OF PHILADELPHIA**

**ARCHDIOCESE OF PHILADELPHIA  
OFFICE FOR DIVINE WORSHIP**

- 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. All Extraordinary Ministers of Holy Communion for institutions and/or schools are to provide a letter from their pastor that they are suitable candidates for this ministry.
- 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.
- All new Extraordinary Ministers of Holy Communion are to attend one of the archdiocesan formation sessions (see <https://www.odwphiladelphia.org/workshops/>). After participation in one of the formation sessions, the appointment letter from the Archbishop is sent to the pastor/chaplain.
- 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 institution and/or school.
- Extraordinary Ministers of Holy Communion are commissioned after participation in a formation 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 institutions and/or schools for which they are commissioned.