**Key points to consider and communicate when training Extraordinary Ministers of Holy Communion before a resumption of their ministry**

* Ministers are not to present themselves for this ministry at their scheduled time if they are feeling unwell or have symptoms of a cold or flu that might suggest COVID – 19. Subsequently, they should only return to ministry when it is established that it is safe to do so.
* Ministers should be aware of the hand hygiene and physical distancing measures that have been put in place for their safety and that of parishioners. They should also be reminded of good respiratory etiquette and the importance of using face coverings properly (how to put them on and take them off and the importance of not touching them while in use). The importance of optics here should be underscored so that parishioners are reassured rather than anxious as a result of the actions of Ministers.
* Determine the number of ministers required for each Mass.
* Decide where they are to be seated, remembering that you want to minimise their movement during Mass.
* Remind ministers of where they are to stand when they approach the altar while maintaining social distance.
* Determine how Holy Communion will be distributed, ideally allocating stations for people to process to while maintaining physical distance.
* Before coming to Mass, ministers should wash their hands in warm, soapy water.
* Ministers should visibly sanitise their hands before they receive, after they receive and after they have distributed Holy Communion, as well as after they have removed any face covering.
* When distributing Holy Communion, ministers are to avoid touching the hand of the communicant. This can be done by placing the Host on the hand on its edge or by ‘dropping’ the Host from a short height.
* If they touch a communicants hand, the minister should pause, place the ciborium on the corporal on a table located close by and sanitise their hands before continuing to distribute Holy Communion. The positioning of this table, or tables, is another practical detail to be decided.
* Ministers are reminded that as public ministers they serve as models of good practices of physical distancing and hand hygiene practices not only when they are distributing Holy Communion but also before, during and after Mass.
* In the context of all these practical procedures, ministers should be reminded of the sacredness and privilege of their ministry. It is a ministry that still calls for reverence and care as their share the Body of Christ. It is a ministry that the Church is grateful that they do.
* Ministers should complete and return an Employee/Volunteer Return to Work (Role) Form

**Use of Face coverings and Ministers of Holy Communion – Practical considerations:**

***If an EMHC is already wearing a face covering during the Mass***

* they approach the altar at the usual time and sanitise their hands
* when they have received the Host in the palm of their hand, they lower the face covering by removing a loop from one ear
* they consume the Host, replace the face covering and then sanitise their hands once more

***If they are not wearing a face covering up to this point of the Mass***

* they approach the altar at the usual time and sanitise their hands
* after receiving Holy Communion, the minister puts on their face covering and then sanitises their hands before receiving the ciborium for distribution
* Suggestion: Individual face coverings can be placed in a ziplock bag on a side table