

## Nomination Form

### *Institutional Extraordinary Minister of Holy Communion (I-EMHC)*

#### **PART A — REQUIREMENTS**

##### **Both the EMHC and the I-EMHC must, as verified by the pastor:**

- Be at least 18 years of age.
- Be a fully initiated, practicing Catholic in good standing with the Church.
- Be registered in a parish in the Diocese of Pittsburgh.
- Have the recommendation of his/her pastor.
- Achieve full compliance with diocesan policy on Safe Environments, verified by being recorded at his/her parish site, including:
  - Application in the Safe Environment Database;
  - Signed Acknowledgement of Receipt of the *Code of Pastoral Conduct*;
  - PA State Police Criminal Record Check;
  - DPW Child Abuse History; and,
  - Certificate attesting to completion of the *Protecting God's Children*® Training.
- Abide by the rubrics, rules, regulations and canons pertinent to their ministry as prescribed by the universal Church, the Diocese of Pittsburgh and the particular parish or institution where they serve.
- Be properly prepared in accord with diocesan standards to carry out this ministry.

##### **In addition, the I-EMHC must, as verified by the Chaplain:**

- Attended the requisite diocesan training for I-EMHCs on (date): \_\_\_\_\_.
- Attend all orientation sessions required by the Institution where he/she will minister.
- Work in cooperation with, and under the guidance and direction of, the Chaplain, Pastor, Deacon, Pastoral Minister or other person responsible for ministry within the particular institution where they serve.
- Abide by all the rules, regulations, and procedures for volunteers prescribed by the institution(s) where they minister.

- Commissioning of an I-EMHC/EMHC is **not a universal privilege**. It merely authorizes an EMHC/I-EMHC to minister ONLY within the specific parish/ institution(s) noted at the time of commissioning.
- Commissioning of an EMHC/IEMHC is valid for a four year period and may be renewed via the recommendation of their pastor.

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### *Institutional Extraordinary Minister of Holy Communion (I-EMHC)*

#### **PART B — Candidate Information**

Candidate Name: \_\_\_\_\_

Candidate Address: \_\_\_\_\_

Candidate Phone number: \_\_\_\_\_

Candidate email address: \_\_\_\_\_

Candidate signature: \_\_\_\_\_

#### **PART C — Pastor Verification Only**

*I hereby testify that the above named individual meets all the requirements set forth in this nomination form and request that he/she be deputed by the diocesan bishop or his designee to serve as an Institutional Extraordinary Minister of Holy Communion in the facility named in Part D below.*

Parish Name: \_\_\_\_\_

Parish Address: \_\_\_\_\_

Parish phone number: \_\_\_\_\_

Pastor's signature: \_\_\_\_\_

#### **PART D — Institution Verification Only**

*I hereby confirm that the above named individual is a suitable candidate for ministry in an institutional setting and I support the pastor's request that he/she be deputed by the diocesan bishop or his designee to serve as an Institutional Extraordinary Minister of Holy Communion at this institution.*

Institution name: \_\_\_\_\_

Institution address: \_\_\_\_\_

Institution phone number: \_\_\_\_\_

Name and signature of institutional chaplain, deacon, or pastoral minister:

\_\_\_\_\_

Institution representative, please forward this form to:

**Office for Institutional Ministries  
Diocese of Pittsburgh  
111 Blvd of the Allies  
Pittsburgh, PA 15222**

FOR OFFICE USE ONLY:

R: \_\_\_\_\_ OIMA: \_\_\_\_\_

R: \_\_\_\_\_ DWA: \_\_\_\_\_