



## MEMORANDUM

**To:** Pastors  
College Campus Ministers  
High School Principals & Chaplains  
Hospital Chaplain

**From:** Rev. Paul F. deLadurantaye, Secretary for the Liturgy

**Date:** January 18, 2012

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**Four workshops** for new Extraordinary Ministers of Holy Communion will be held this year on **Saturday, April 21, 2012** at **Christ the Redeemer**, in Sterling; **Saturday, April 28, 2012** at the **Cathedral of St. Thomas More**, in Arlington; **Saturday, May 5, 2012** at **St. Mary of the Immaculate Conception** in Fredericksburg; and on **Saturday, May 19, 2012** at **St. John the Evangelist**, in Warrenton. The time will be from 10:00 a.m. to 12:00 Noon. In order to facilitate planning, please submit names of candidates to my office at the Chancery on the form enclosed as soon as possible. We would like to receive them **no later than April 27th** if possible. The schedule for the day and directions to all locations are enclosed. Kindly share them with those people who will be attending the workshop. Your candidates may attend whichever workshop is convenient for them. **I would like to point out that prior registration for the workshops is not necessary. Please inform your candidates that they do not need to register with our office. Let them know that they will need to fill out a purple card at the workshop with their information. These cards will be submitted to the chancery and that is how we determine who attended the workshops.** Your parish will be billed from the diocesan accounting office at \$10 for each person who attends the workshop.

No pastor may install laity in the role of Extraordinary Minister of Holy Communion without first securing a mandate from the Bishop.

Please use the enclosed form to notify us of the names of:

- (1) your candidates for this ministry who will attend the workshop and whom you want to receive the Bishop's mandate after the training

- (2) names of individuals you would like to reappoint whose first term expires this May (or expired earlier) and who have not served two consecutive terms expiring May 31 of this year.
- (3) persons who have left the ministry with mandates extending beyond May 2011 (all other expirations are automatic).

Enclosed for your convenience is a list of your Extraordinary Ministers. Expirations are automatic; renewals are made only at the pastor's request.

Please note that I cannot obtain a mandate or renewal of one **without the signature of the pastor, high school principal or chaplain, college campus minister, or hospital chaplain** on the request.

After the workshop, if we find that the total of your Extraordinary Ministers whose terms continue past May 31, 2012 plus reappointments you request plus those parishioners who attended the workshop exceeds the maximum allowed, then no appointments or reappointments may be made until you have determined which individuals you want and advised this office in writing. The maximum is **80 Extraordinary Ministers per parish**. Pastors of parishes of more than 6,000 parishioners as stated in the diocesan directory may apply for additional ministers if the habitually great number of communicants, in combination with an insufficiency of ordinary ministers, warrants the need. Please note that the **minimum age** for extraordinary ministers is **21 years of age**.

If you have people who have transferred from another diocese, they can be mandated to serve in the Diocese of Arlington without attending the diocesan workshop if their credentials are in order: **(1) proof of their mandate by their former bishop** and **(2) letter of recommendation from pastor of the parish for which they were previously mandated and where they served**. Please forward these documents to me with your request that I obtain the mandate for them to serve in your parish.

For your information the mandate for Extraordinary Ministers is **not a permanent one**. *It is for a 5-year term, renewable once. The reason for this is that neither the Church nor the diocese desires to have Extraordinary Ministers see their ministry as a permanent one.* Therefore, it is important that we constantly refresh the ranks of our Extraordinary Ministers so that many of the faithful can share in the benefits of this wonderful ministry. I realize that we each have people in our parishes who do this ministry so well that they become indispensable to us, especially when serving hospitals, nursing homes, etc. Yet, we must take care to ensure that they understand their ministry is for a specific time and to be used only within the boundaries of your parish.

Again, if you have any questions, please call me or my administrative assistant, Karen Buentello at 703/841-2554.