

Office of Divine Worship

Procedure to Request Certification for Extraordinary Ministers of Holy Communion

Certificates for Extraordinary Ministers of Holy Communion are now being generated electronically. Hard copy lists of names will no longer be accepted. An Internet site has been developed for you to use to enter your data. To access this site go to <http://emhc.archatl.com>. Your username and password are the same ones you use to access Pastoral Communique. When you enter the site you will see an Excel spreadsheet which is where you will enter the names of your Extraordinary Ministers of Holy Communion who will be receiving certificates. Once you enter the names, go to “save as” and save the file with your parish name, for instance Holy Spirit Catholic Church. After you have saved the file, please e-mail the Office of Divine Worship at odw@archatl.com. This will ensure prompt and proper handling of your completed certificates.

Please enter the names of the Extraordinary Ministers on the Excel spreadsheet in the format indicated by the column headings. If the minister is under 18, type TRUE in the “Under 18” column. If the minister is over 18, the cell may be left blank. The certificate date should also be left blank.

An example of the spreadsheet is below:

Last Name	First Name	Under 18	Certification Date
Cook	Steven		

If Steve is under 18, then it would look as follows:

Last Name	First Name	Under 18	Certification Date
Cook	Steven	True	

Please contact the Office of Divine Worship (odw@archatl.com; 404.751.2398) with any questions.

