

## Procedure to Request Mandates

Once new EMHC candidates have been trained according to the diocesan policy their names should be submitted to the Office of the Chancellor. It is desirable that the names be submitted electronically on an Excel spreadsheet, or a table in a Word document in the format below. When the list is submitted electronically, it will help avoid spelling errors in the printed mandate. If necessary, a hard copy list may be mailed to the Office of the Chancellor.

A note from the pastor or the one he has delegated responsible for the training of new EM's should accompany the request for mandates.

Note that new EM's may not function until they have received a mandate from the bishop AND they have been installed according to the rite for installing new EM's contained the Book of Blessings.

Please enter the names of the Extraordinary Ministers on an Excel spreadsheet, or as a table in a Word document in the format indicated by the column headings. The mandate date should be left blank and will be filled in by the Office of the Chancellor.

An example of the spreadsheet is below:

Last Name	First Name	16 or older	Date of Training	Mandate Date

Please email your list to the Office of the Chancellor at [Chancellorsoffice@ptdiocese.org](mailto:Chancellorsoffice@ptdiocese.org) .