

## Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

### Role: Communion Steward

**Group: 3      Workforce (Child/Adult): None**

#### Volunteer Role Outline

**Role information:** To make provision for the proper celebration of the sacrament of the Lord's Supper and shall be responsible for directing the approach of communicants to the Lord's Table in an orderly and expeditious way.

**Location:** Local Church

**Responsible to:** The Minister and Church Council.

**Eligibility:** A confirmed member of The Methodist Church

**Commitment:** To attend as required by a prearrange rota.

#### Key volunteer activities

##### Before Service:

- Obtain keys from Senior Communion Steward if applicable
- Arrive 45 mins before service starts
- Prepare sufficient gluten-free bread cubes/wafers on Plate
- Pour wine into small glasses and place in serving tray and chalice if used
- Check if elements are needed for Home Communion
- Lay the communion table with white cloth and place bread and wine on it and cover with another white cloth.

##### During Service:

- Count congregation to ensure you have provided sufficient elements, make more if necessary
- Escort congregation to the altar rail,
- Note any people too infirm to walk whom the Minister will serve in their seat.

##### After Service:

- After the service clear the table, dispose of unused elements in a reverent manner, wash up the glasses and anything else used.
- Put everything away and lock the cupboard & Return keys to Senior Communion Steward.
- Place bread & wine for Home Communion in suitable containers
- Take home to wash (if necessary) any cloths used.
- If a collection is taken for the local benevolence, count and give to church treasurer.
- Check Supplies of Wine/grape juice.

## Personal Skills

- To be in good standing within the local church/circuit
- Good interpersonal skills

## Boundaries

- The Communion Steward should arrange for a Minister to take the elements to an immobile communicant rather than assist them to the rail.

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms.

## Training and support provided

- Volunteers are supported by the Minister and Church Council
- Volunteers may be required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
- Expenses for bread & wine can be applied for.

## Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH  
NB All information will be held in accordance with GDPR