## Role Outline – Communion Steward

# Summary of possible volunteer activities

Communion stewards are responsible with the minister or probationer exercising pastoral responsibility in relation to the Local Church for ensuring Communion is organised in an appropriate way taking into account the sensitivities of the Church congregation.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Methodist Circuit Safeguarding Policy.

The following duties will be undertaken as part of the role outlined above:

* Ensuring there are sufficient supplies of alcohol-free wine and bread (plus gluten free alternatives) available for distribution; and liaising with the Presbyter/ Minister, if necessary, so as to be aware of any special requirements for the format the service is taking
* Preparing the table for communion with communion tray of wine and salver with bread and covering the elements with a white cloth
* Directing the approach of people to the Lord’s table
* Assisting in the distribution of the wine if requested by the minister and alerting the minister to any who need communion taking to them in their seats
* After the service disposing of the remaining elements, washing and putting away the Communion glasses and plate
* Laundering the white cloths
* Share pastoral concerns with the clergy and/or leader/s

**Criminal record check**

The volunteer will **not** need a satisfactory criminal record clearance certificate.

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there may be a requirement to apply for a further DBS check.** **The procedure for applying for a DBS is on the last page of this document.**

**Training and support provided:**

* Volunteers may receive out of pocket expenses for additional responsibilities.
* Volunteers will receive support from their Line Manager as appropriate, such as being shown where the food and beverages are kept, where suitable cleaning up facilities are, and how to serve appropriately if required.

**Accompanying this job description, should be the following documents which all need to be completed and returned.**

**\* Volunteer agreement which should be completed, signed, and returned to the Church Safeguarding Officer**

**\* Safeguarding declaration form which should be completed, signed, and returned to the Church Safeguarding Officer**

**\*Church Safeguarding Policy which should be available in church**

**If your role requires you to have a DBS certificate, please follow this procedure: If your role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.