**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job 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**

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| --- |
| Volunteer Role OutlineRole 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
* Arrive 30 mins before service starts
* Prepare sufficient gluten-free bread cubes on Plate
* Pour wine into small glasses and place in serving tray
* 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, wash up the glasses and anything else used.
* Put everything away and lock the cupboard.
* Return keys to Senior Communion Steward.

**Personal Skills**

* A good understanding of charity financial regulations and requirements
* Good interpersonal skills
* An ability to prepare formal accounts

**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 are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
* Out of office expenses 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)

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 the Data Protection Act 1998