**Role Outline**

**Role title: Communion Steward**

In ………………………………………………………………………………. Methodist Church

Communion stewards are responsible with the Minister\* for ensuring Communion is organised in an appropriate way taking into account the sensitivities of the Church congregation

*Part 1*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

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

* Ensuring there are sufficient supplies of wine and bread including gluten free bread, if needed, available for distribution
* Liaising with the 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 wine and bread
* Covering the elements with a white cloth
* Assisting in the distribution of the wine if requested by the Minister\*
* After the service disposing of the remaining elements, washing and putting away the Communion glasses and plate
* Laundering the white cloths
* Sharing pastoral concerns with the Minister\* and/or pastoral leader/s
* Notifying safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role is accountable to The Methodist Church Council.

This role does not require a DBS check.

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..