

## Example Role Outline

This role outline is an **example only** and needs to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess if the DBS and training requirements remain the same.

<b>Role</b>	<b>Responsible to</b>	<b>Duties</b>	<b>DBS</b>	<b>Workforce</b>	<b>Training</b>	<b>Forms Required</b>
<i>Communion Steward</i>	<i>The Church Council</i>	<ul style="list-style-type: none"> <li>- <i>Ensuring there are sufficient supplies of wine and bread.</i></li> <li>- <i>Liaising with the Minister to be aware of any special requirements, for example gluten free bread, and the format of distribution of the elements.</i></li> <li>- <i>Preparing the table for communion with wine and bread</i></li> <li>- <i>Covering the elements with a white cloth</i></li> <li>- <i>After the service disposing of the remaining elements respectfully, washing and putting away the Communion glasses and plate</i></li> <li>- <i>Laundering the white cloths</i></li> <li>- <i>Sharing pastoral concerns with the Minister and/or pastoral leader/s</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul>	<i>As described here - this role is not required to have a DBS check</i>			<p><b><i>Volunteer Application Form</i></b></p> <p><a href="http://www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p>