**Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

**For this reason:**

1. Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
2. People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
3. All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to raise this with the Church Safeguarding Officer **[Name]** or Circuit Safeguarding Officer **[Name].**

**Communion Steward** in the **[Name]** Church

**Responsible to:**

You will be under the supervision of **[Name]** and the Minister of **[Name]** Church

**Purpose and Objectives:**

Communion stewards are appointed in accordance with CPD standing order 637 as persons who will ensure that proper provision is made for the celebration of the Lord’s Supper.

**Main tasks:**

* To make provision for the proper celebration of the sacrament of the Lord’s Supper and for the holding of Love Feasts
* To direct the approach of communicants to the Lord’s Table in an orderly and expeditious manner
* To arrange for the receiving and recording of any separate collections taken at the Lord’s Supper as is the custom of the Church and to hand them to the Treasurer
* To complete designated safeguarding training within 6 months of first taking up the role

**Mutual support and accountability**

As a Communion Steward you:

* Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
* Will undergo an initial review after an agreed period and then as appropriate
* Will be offered support, guidance and appropriate training

The persons you are responsible to will:

* Familiarise themselves with your role.
* Help determine priorities for the work.
* Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

DBS - A DBS certificate is not required for this role.

I have read and understood this role description.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_