**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.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Communion Steward* | *The Church Council* | * *Ensuring there are sufficient supplies of wine and bread.* * *Liaising with the Minister to be aware of any special requirements, for example gluten free bread, and the format of distribution of the elements.* * *Preparing the table for communion with wine and bread* * *Covering the elements with a white cloth* * *After the service disposing of the remaining elements respectfully, washing and putting away the Communion glasses and plate* * *Laundering the white cloths* * *Sharing pastoral concerns with the Minister and/or pastoral leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check* |  |  | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |