**Job Description – Communion Assistant**

This document is a tool to highlight the standards expected of a **Communion Assistant**. Communion Assistants are responsible for ensuring that their conduct does not fall below the standards set out in this code and that they safeguard the wellbeing of those to whom they are administering communion, both within the church and the community.

**Responsibilities of the Role**

Assist in the preparation and serving of communion elements

* Distributing communion to the congregation
* Taking communion to individuals or couples in their own home

**Boundaries & Limitations**

* Maintain a safe environment for her/himself and for the person to whom he/she is ministering (See over page)
* Respect for confidentiality

**Support, Supervision & Training**

* Responsible to the Vicar and/or Communion Team Leader
* Mutual support of fellow volunteers through regular meetings
* Completion of Basic Awareness and Foundation is a pre-requisite of this role

**Screening Requirements**

* Depending on precise nature of role a DBS Check and Confidential Declaration Form may be necessary
* Volunteer Application Form
* Two references
* Agrees to uphold the responsibilities of the role (see above)

**Risk Management**

* Wherever possible, communion assistants should avoid lone working when they visit individuals in their own home
* In all cases, a risk assessment should be undertaken before visiting someone in their own home for the first time, and if there are any concerns or risks, careful consideration should be given as to whether the visit should take place.
* Always carry a mobile phone on a home visit and ensure someone else knows about the arrangement
* Carry identification, or a note of introduction, from your church at all times
* Do not give out personal information, give those you visit a central contact point within the church
* Be clear about what behaviour is acceptable – and what is not- from the person you are visiting
* Always visit in daylight hours
* Always refer to the Group Leader if the level of risk has increased

**Code of Conduct**

All members of the Communion team must have read the Diocesan Lone Working Policy and must take due account of the advice given. In particular Communion Assistants must:

* Treat all those they come into contact with respect of dignity
* Only visit if they have been authorised by the Communion Leader and/or Vicar to carry out visits
* Where possible, work in pairs with another member of the Communion team
* Not invite anyone outside of the Communion team to accompany them on a visit
* Always share concerns about an adult or child with the Group Leader, Safeguarding Representative and/or Vicar, and/or where there is a change in a visited person’s wellbeing and/or health.
* Never visit a child or young person in their home unless their parent/carer is present
* Attend all mandatory training courses identified through the Diocesan Training Policy
* To disclose to the Group Leader details of any gift made by a person to whom you are visiting
* Maintain clear personal boundaries regarding physical and social contact
* Where possible, respect confidentiality, but with an awareness that confidentiality cannot be maintained where there are known concerns about the safety or wellbeing of a child or adult.

Please note, that should the above guidelines not be followed, or in the event that a Communion Assistant uses inappropriate behaviour towards others, the leadership team reserves the right to ask them not to return as a volunteer.