Example Role Outline: Home Communion Assistant / Eucharistic Assistant

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 your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Home Communion Assistant |
| **Responsible to** | Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | *Taking the Holy Communion to those unable to attend a church service to receive provides an opportunity for recipients to still be linked to the body of the congregation and the main acts of worship. As a Home Communion Assistant you are a representative of that worship and congregation as you bring the consecrated elements; the recipients are a part of it even though they receive bread and wine at home. It is therefore important that you have given careful thought to the practice and meaning of Holy Communion and received appropriate training from your incumbent/priest in charge.* | | *As a volunteer:* | | To take Holy Communion to the housebound and/or those living in residential care homes   * Frequency and expected length of visits * How often, if at all, the incumbent / priest-in-charge will take Holy Communion, with or without the Home Communion Assistant present * Frequency of review meetings with incumbent / priest-in-charge * Frequency of review meetings with other Home Communion Assistants in the parish * How Holy Communion is to be administered – bread and wine or one kind only * Order of Service to be used * Discuss the risks of visiting care homes and the housebound before you begin to visit and what you can do to minimise these risks * How to collect and return the reserved sacrament and Home Communion Set from church * In advance of the first visit, who will seek permission of the manager of the residential care home before Holy Communion is administered to a resident * How and when the incumbent/priest-in-charge will be notified if the recipient is close to death   Agree boundaries and expectations with your incumbent/priest in charge:   * A plan for the visit – Holy Communion service only, conversation before or after the service, prayers, refreshments, time * Confirm how the recipient likes to receive Communion e.g. bread or wine only, dipping wafer in wine, holding chalice themselves, placing wafer directly into their mouth etc * Consider the recipients needs and abilities at all times and identify any additional aids that will help them to worship (large print, gentle music, prayer cards, holding cross, gluten free wafers, non-alcoholic wine etc) * Where possible and appropriate invite the recipient to participate in the service, e.g. reading Scripture or parts of the service or leading prayers   Agree expectations and boundaries with the recipient:   * A plan for the visit – Holy Communion service only, conversation before or after the service, prayers, refreshments, time * Confirm how the recipient likes to receive Communion e.g. bread or wine only, dipping wafer in wine, holding chalice themselves, placing wafer directly into their mouth etc * Consider the recipients needs and abilities at all times and identify any additional aids that will help them to worship (large print, gentle music, prayer cards, holding cross, gluten free wafers, non-alcoholic wine etc) * Where possible and appropriate invite the recipient to participate in the service, e.g. reading Scripture or parts of the service or leading prayers   Ensure you are properly prepared for visits:   * Call the person to be visited in advance (or the care home) to confirm the place and time of your visit * Take agreed orders of services, Bible readings and collect for the week with you * Ensure you have prayer cards, linen, crucifix, candles, matches (check that you are allowed to light candles) as appropriate * Arrive in good time for the appointment and leave sufficient time for any further commitments - rushing in and/or out not only appears uncaring but undermines the value of the worship   Where possible visit with at least one other person. Always do this when visiting someone for the first  time. Where it is necessary to visit alone, as a minimum:   * Always take a mobile phone with you and ensure someone else knows about your visit – date, time, location * Carry identification and a note of introduction from your church at all times * Adhere to any boundaries agreed with your church and the person you are visiting * Consider how you can leave the premises quickly or summon help in the event of an emergency * Never agree to meet in a locked or lockable room   Be alert to pastoral issues that might arise through the visit – possibly through things you are told or that  you see.  Read the parish’s safeguarding policy and know how to respond to, report and record any safeguarding  concerns you may have about an at risk person  Read and implement any other relevant PCC policies or guidelines | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | Attend a training session with the incumbent / priest in charge before visiting for the first time | | Visit with an experienced Home Communion Assistant for the first three months | | Safeguarding training every three years | |  | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Home Communion Set, reserved sacrament, linen, crucifix, candles, orders of service, Bibles all available from church | |  | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | | Annually |
| **The role is eligible for a criminal record (DBS) check which is renewable every five years** *(insert yes / no)* | Enhanced (dependent on boundaries agreed)\* |
| **Level of criminal record (DBS) check which is required for this role** |  |

\* eg ‘the expectations will be that this volunteer delivers home communion a couple of times a week and at least one visit a week will be to a care home’.