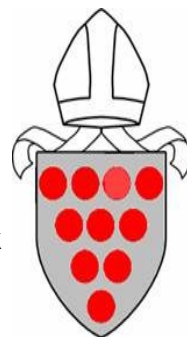


Role Outline: Home Communion Assistant

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 own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- 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.

Role	Home Communion Assistant
Responsible to	Incumbent
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>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.</i></p> <p><i>As a volunteer, you are agreeing:</i></p> <ul style="list-style-type: none"> • To take Holy Communion to the housebound and/or those living in residential care homes • To visit for no more than an hour • To attend a regular review meeting with visiting team • Discuss the risks of visiting care homes and the housebound before you begin to visit and what you can do to minimise these risks • To administer Holy Communion to a resident as appropriate • To notify the incumbent/priest-in-charge if the recipient's circumstances change • Agree boundaries and expectations with your incumbent/priest in charge and recipient: <ul style="list-style-type: none"> * What is expected of the visit * Confirm how the recipient likes to receive Communion e.g. bread or wine only, dipping wafer in wine, 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 everything you need for the visit
 - * Arrive in good time for the appointment

- Where possible visit with at least one other person. 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 appropriate identification, e.g. church badge
 - * Adhere to any boundaries agreed with your church and the person you are visiting, e.g. never deal with money
 - * 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 and sign 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

- 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 initial visit
- Safeguarding training every three years

Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
Home Communion Set, reserved sacrament, linen, crucifix, candles, orders of service, Bibles or weekly notice sheet	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record (DBS) check which is renewable every five years <i>(insert yes / no)</i>	Yes
Level of criminal record (DBS) check which is required for this role	Enhanced