

TRINITY METHODIST JOB ROLE
COMMUNION STEWARD – SENIOR

Reporting to: The Minister

Main Responsibilities

Organising a rote for preparation for the Holy Communion Service, including services for Friendship Lunches on one Sunday per month in The Link.

Duties.

Prior to a Sunday, make sure that you have a key to access the Church or confirm a time with the stewards who are on duty that day.

Arrive at Church in plenty of time to set up the communion table. Check that the candles have enough oil, fill the HC glasses in the tray and put wafers in a basket to be served. Request Stewards for the Chalice as this is locked away.

Ordering the Communion Wine and wafers according to stock.

Keeping the Communion cupboard in the Church Office in good order.

Friendship Communion: Set up a tray and leave in The Link kitchen for the Minister or Local Preacher to use.

Time allowed each month

Approx ¾ hour for preparing the sacraments and Communion Table. Make sure that the Minister/Local Preacher has the required number of Communion Stewards to assist on the day. On a busy day or joint service this would be 3 (one to serve bread with the Minister and two to serve the wine).

After the service – clear away.

Skills needed: Being mindful of the act of Holy Communion in respect of handling the wine and bread and making sure that your hands are clean and that there is a bottle of sanitizer on the communion table for all servers/Minister to use.