

EXAMPLE 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 _____

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.

Role	Home Communion Assistant
Responsible to	Incumbent / Priest-in-Charge
Parish	
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>Taking Holy Communion to those who 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> <ul style="list-style-type: none"> ➤ To take Holy Communion to the housebound and/or those living in residential care homes ➤ Agree boundaries and expectations with your incumbent / priest-in-charge: <ul style="list-style-type: none"> ○ 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 expectations and boundaries with the recipient: <ul style="list-style-type: none"> ○ A plan for the visit – Holy Communion service only, conversation before or after the service, 	

- prayers, refreshments, time
- o 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
- o 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)
- o Where possible and appropriate invite the recipient to participate in the service, e.g. reading Scripture or parts of the service or leading prayers
- To ensure you are properly prepared for visits:
 - o call the person to be visited in advance (or the care home) to confirm the place and time of your visit
 - o take agreed orders of services, Bible readings and collect for the week with you
 - o ensure you have prayer cards, linen, crucifix, candles, matches (check that you are allowed to light candles) as appropriate
 - o 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:
 - o Always take a mobile phone with you and ensure someone else knows about your visit – date, time, location
 - o Carry identification and a note of introduction from your church at all times
 - o Adhere to any boundaries agreed with your church and the person you are visiting
 - o Consider how you can leave the premises quickly or summon help in the event of an emergency
 - o 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 - and, if in doubt, refer these confidentially to your incumbent / priest-in-charge.

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 first three months

Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)

Home Communion Set, reserved sacrament, linen, crucifix, candles, orders of service, Bibles available from church

Role to be reviewed *(insert date)*

annually

The role is eligible for a criminal record check which is renewable every five years

After agreeing boundaries and expectations with incumbent / priest-in-charge assess eligibility