



Role description for Chalice Assistants at All Saints

Role: To support the Worship at All Saints Church, by serving the chalice at Communion Services. This role includes 'First Chalice Assistant' and also 'Second Chalice Assistant'.

Role Requirements:

To be: To be a person of integrity who serves in a gracious, Christ-like manner; and who supports the Worship at All Saints through their work

To do: as 'First Chalice Assistant'

- To place the vessels for Communion on the altar and credence table before Services, and to light the candles as necessary (altar candles for 8am services; altar and acolyte candles for 10am services)
- To wear and alb for services
- To arrive 10 minutes before services start, and to pray with the President in the vestry
- To process into church with the President and any other ministers, and to sit in the sanctuary during services
- To read the second Bible reading
- To serve the chalice during the distribution of Communion
- During 8am Services: to prepare the table for Communion, and wash the president's hands
- To take the communion vessels to the Sacristy after Services, and extinguish the candles
- To process out at the end of Services, with the president and other ministers

To do: as 'Second Chalice Assistant'

- To come to the Sanctuary during the 'Agnus Dei', and close the altar rail behind you
- To serve the chalice, alongside the First Chalice Assistant, during Communion
- To return to your seat in church after the distribution of the bread and wine
- Nb: there is no need to robe for this role
- To attend Services at All Saints regularly, and to have a good understanding of Services of Worship

For both roles:

- To attend an annual meeting of the 'Serving Team', for support and supervision
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Worship Warden

Agreement: I agree to being a

First Chalice Assistant at All Saints Church, under the governance structures of the incumbent and the PCC. Yes/no

Second Chalice Assistant at All Saints Church, under the governance structures of the incumbent and the PCC. Yes/no

Name (print and sign): _____

Incumbent: _____

Date: _____