

### **Role description for a Server at Communion**

**Role:** To assist the President at Communion Services

**Role Requirements:**

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

**To do:**

- To attend Services at All Saints regularly, and to have a good understanding of Services of Worship
- To meet in the vestry 5 minutes before the service starts, to pray with the president and the preacher
- To process from the vestry into church, bow, and take a seat behind the communion table
- To read the second Bible reading for the day
- To lay the table for communion, during the offertory hymn (move vessels from the credence table to the communion table)
- To receive the collection bags from the Sides person, in a large metal plate. Hold up the plate while the President give thanks for the gifts; then place the gifts on the credence table (lower shelf)
- Receive the children's candle, when children return to church for communion
- Distribute the wine during communion, alongside a second chalice assistant, saying the words, 'The blood of Christ' to each person
- Clear the table at the end of communion (moving vessels back to the credence table)
- Process out with the president at the end of the service
- To attend an annual meeting with the Worship Warden for support and supervision
- To read and adhere to all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://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 Server at Communion at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved June 2022