**Model Volunteer Job Role**

[This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required].

**Name of Parish/ Church [insert name of Parish/ Church]**

**Role: 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 report it.

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.

**Principles**

All those who may work with children and/or adults who are vulnerable and/or experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognise and respect their abilities and potential for development;
* 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; and
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern **must** **always** be reported, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

**Responsible to (named contact for support and resolution of any difficulties):**

The Priest [or his / her named representative] and through them to the PCC.

**Role:** [Insert Role title, e.g. Incumbent/ Curate other minister]

**Name:** [Insert Name]

**Contact details:** [insert contact details, e.g. mobile/ email]

**Key responsibilities and accountabilities:**

* 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:
  + 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:
  + A plan for the visit – Holy Communion service only, conversation before or after the service, prayers, refreshments, time
  + 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.
  + 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
* To 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 prayer cards, linen, crucifix, candles, matches (check that you are allowed to light candles) as appropriate
  + 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:
  + Always take a mobile phone with you and ensure someone else knows about your visit – date, time, location
  + Carry identification and a note of introduction from your church at all times
  + Adhere to any boundaries agreed with your church and the person you are visiting
  + 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 - and, if in doubt, refer these confidentially to your incumbent / priest-in-charge.
* [Add any additional responsibilities that are not covered. Or remove any above that are not relevant]

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with relevant training required for this role [provide an outline of mandatory training and induction arrangements specific to this role].

* Induction and training to be provided by the incumbent/ Priest-in-charge/ minister to include accompanying on the first time visit (may be accompanied by a more experienced HCA on first 3 months of visiting)
* Supervision to be provided 3 monthly
* Complete C0 safeguarding basic awareness (online), C1 Safeguarding Foundation course (face to face)
* Meet regularly with other members of the home communion/ pastoral care team
* Partake in annual review

**Person specification**

1. Able to demonstrate an ability to work safely and effectively with adults who maybe vulnerable or at risk;

2. A willingness to develop their skills and training

3. … [add any attributes you might consider essential to the role]

**Practical considerations specific to the role:**

(Process for payment of agreed expenses incurred, times that church should be accessed to carry out role, what equipment should be provided)

* Access to Home communion set, reserved sacrament, linen, crucifix, candles, orders of services and bible, available form church.

**DBS Eligibility**

Is this role eligible for a DBS check:  Yes  No - To be assessed dependent on boundaries and expectations of role.

If yes specify the level of check required:

Standard:  Enhanced  Enhanced with Barred list

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed: Signed:

Print name: Print name:

Date: Date:

**END**