

St Peter's Wellesbourne

Role: Chalice and paten administrator both Church and Home communion

Role Outline: To administer the chalice. Paten or both having been licensed by the Bishop

To be trained in the way to administer both in church and for home communions (if appropriate)

In church – to know the routine when to receive communion before administering to those in the pews then at the designated altar rail. To clear the remaining consecrated bread and wine in the lady chapel and re-set the chalice and paten on the altar.

To pray with those who require a blessing

At home – Collect the communion bag from church, arrange a suitable time, allow time for conversation, use the service sheet in the communion bag.

Return the communion bag to the vestry having consumed any wine or wafers remaining, removed dirty purification's and ensured candles and matches do not need replacing.

Appointed by/Responsible to: PCC/Incumbent or delegated other

Skills/Experience needed: Personable, steady hand, confident to pray with others

Additional Info: This role will require a safe recruitment process and training for safeguarding

Time Commitment: One – twelve monthly

Review Date: Jan 2020