

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline – Role Description

Volunteer Role Title: **Communion Steward**

Location: Barnsley Methodist Circuit

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is a Communion Steward?

A communion steward is responsible, with the minister, for ensuring Communion is organised in an appropriate way - taking into account the sensitivities & needs of the Church congregation.

Skills Required

- Communication Skills
- Friendliness & understanding
- Ability to work within a team

The role of a Communion Steward

- Ensure there is sufficient supplies of bread & wine (& gluten free wafers if required)
- Prepare the table in the chapel where the service is taking place
- Fill the glasses with non-alcoholic wine
- Set out the table with bread & wine etc.
- Assist the minister with the distribution of the wine & collect the glasses
- Guide people forward to receive communion
- Alert the minister to any who require communion in their seats
- After communion – clear the table, wash the glasses & put everything away

Time / Commitment Required

- 30 minutes setting up before the service – as per the plan
- Help the minister during the service
- Approximately 15-20 minutes afterwards to clear up, wash up & put everything away safely

What requirements do I need to fulfil to be the role of a Communion Steward?

- Recommended but not compulsory - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years)
- Recommended but not compulsory - a satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.

- Recommended but not compulsory - completion of the EDI (Equality, Diversity & Inclusion) Training Course
- Recommended but not compulsory - completion of the Unconscious Bias training.
- Recommended but not compulsory - First Aid certificate (every 3 years).

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.