

KURRI KURRI BAPTIST CHURCH

Communion Leader Role Description

Document 56	
Replace existing document?	Yes
Version:	1.1 Addition of volunteer category, reference to Communion Stewards, change to term
Model Document Credit:	N/A
Details of superseded documents:	(Version 1.0) Communion Leader Role Description. Created and adopted by the Governance Body on 4/7/2024
Adopted by governance body on:	4/7/2024
Last date reviewed:	1/7/2025
Review due date (annual review):	1/7/2026

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Communion Leader

Role Description

To lead the worshipping community to remember Christ's death, to celebrate His continued Risen presence, and to joyfully anticipate the Lord's Coming Again

Titles include: Lord's Table, Lord's Supper, Last Supper, Holy Communion, The Communion, The Eucharist, The Sacrament plus Holy Liturgy (Eastern Orthodox)

Responsibilities

- Liaise with the Roster Coordinator, providing available dates, and confirming the availability of a Communion Steward
- Adequately prepare to lead Communion (in any context e.g. Church, campfire, camp etc.)
- Liaise with Service Leader and musicians regarding potential timing, serving style changes, or to notify if accompanying music is needed or not
- Confirm with Communion Steward (and assist if required) that the elements have been prepared prior to the service
- Ensure table and other physical aspects are arranged
- Choose 'servers' for the elements, selecting from the diverse range of attendees
- Organise and instruct those who will serve i.e. Style of presentation, timing within wider service, appropriate health and safe food handling practices
- Biblical references may include (but are not limited to): Matthew 26:26-30; Mark 14:22-26; Luke 22:14-23; 1 Corinthians 11:23-26
- Prepare to pray for the bread and juice separately (or together) and in conclusion; or to lead the congregation in prayer
- Clearly explain if digressing from the usual proceedings e.g. Folk come forward and serve themselves

Recommendations

- Prayerful consideration to subject/devotion/reflection and setting in which Communion will be delivered
- Keep in mind length of service/occasion
- Be aware of not-yet-Christians, ethnic group/s, and children
- Remember you are not required to 'give another sermon'
- Focus can be on description as: Institution, Rite, Ritual, Observance, Ordinance, Sacrament, Ceremony

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Compliance with Safe Church Policy
- Model a Christian Life with spiritual maturity

Supported by

- Pastor and Elders
- Communion Stewards

Term

- Nominated by a regular Church attendee (Member or Non-Member) and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Pastor and Elders

Reporting method and frequency

- Verbally, as required