KURRI KURRI BAPTIST CHURCH

Communion Steward
Role Description

Document 32	
Replace existing document?	Yes
Version:	2.2 Additional responsibility, volunteer category added, reporting structure changed
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.1) Communion Steward Role Description. Reviewed and updated by Governance Body on 29/6/2024 (Version 2.0) Communion Steward Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 20/11/2022 (Version 1.0) Communion Preparer Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	20/11/2022
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 Steward

Role Description

Prepare Communion for the first Sunday of the month, and as required

Responsibilities

- Liaise with the Communion Leader as required to confirm any specific requirements for preparing Communion
- Obtain gluten free bread and juice, and store them appropriately in the Church fridge and freezer
- Use safe food handling methods to prepare individual serves of bread and juice
- Ensure used receptacles are either cleaned or appropriately disposed of
- Store clean linen and serving trays after use
- Ensure any soiled linen is laundered and returned in a timely manner

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 2b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)

Supported by

- Church Leadership, and Church
- Communion Leader

Term

- Appointed by Communion Leader
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Communion Leader

Reporting method and frequency

- Verbal reporting, as required