

Safe volunteering for St Thomas à Becket Church, Ramsey

<https://www.ramseysandupwood.org/>



Thank you for all you do in furthering the work of our Christian mission in church and in the wider community.

The Church takes the safety of everyone very seriously and expects you to

- read and follow the safeguarding policy [STaB Safeguarding Policy](#)
- report any concerns to the Parish Safeguarding Officer (PSO)
Jane Cusworth 01487 814984
Email:safeguarding@ramseysandupwood.org
- treat individuals with respect
- ensure their welfare and safety

Role: Servers/Chalice bearers

Responsible to: Rector

Your role is to assist the Officiant with the smooth and reverent distribution of communion.

Key Responsibilities:

- before service begins:
 - robe in choir vestry
 - speak with officiant to check arrangements
 - check with welcomer for numbers of congregation
 - check with sacristan how many wafers are in the ciborium
- sit in front pew, north side of central aisle
- after sharing the Peace, move to altar with Officiant
- all should use hand sanitiser
- server assists Officiant at the altar
- chalice bearer collects consecrated bread from the aumbry and brings to altar
- chalice bearer receives offertory plate from sidesman and places on high altar
- receive communion
- both administer the chalice to the congregation, choir first, then those unable to walk to the altar, then the main congregation
- when taking communion to those less mobile, one will take the alcohol-free cup, the other the wine
- when all who wish to receive have done so, return all vessels to the altar
- return to seats

Training/Support:

- working with an experienced person if new to the role
- refer to officiant or sacristan if uncertain
- undertake basic safeguarding training

Review Date: February 2026