|  |  |
| --- | --- |
| **Chalice Assistant**  **Role Profile** |  |

**Purpose of Role:** A voluntary role assisting the clergy to distrubute communion by administering a chalice at the Cathedral Eucharist

**Key Tasks:**

* Being on the rota for administering a chalice at the Cathedral Eucharist on Sundays and other services of Holy Communion during the year, including Holy Week and Christmas.
* Providing information about availability for the rota (currently compiled every 4 months) and responding to reqeusts for additional intercessor duties as necessary.

**Person Specification**

**Attributes:**

* A communicant member of the Church of England
* An understanding of the central importance of the Eucharist to the Christian faith, a commitment to the sacramental life of the Church, and regular attendance at the Eucharist
* Confidence and dexterity in administering a chalice
* Appreciating and displaying dignity and reverence in worship
* Punctual, organised and prompt in responding to communications
* Comfortable with communication by email and completing online forms for availability

**Time Commitment:** Rota basis - The frequency of duties will depend on personal availabilty,

available resources and liturgical requirements of the the pattern of worship at the cathedral.

**Training:**

* Training and guidance to administer the chalice
* Undertake mandatory Safeguarding - Basic Awareness and Foundation Training
* Follow the Cathedral Health and Safefty Guidelines

**General duties of all Volunteers:**

* Being a good ambassador, exhibiting behaviour and dignity appropriate to the nature and work of the Cathedral, thus maintaining an excellent reputation for the Cathedral
* Checking in and out with the Duty Vergers - recording personal hours of volunteering
* Reporting any serious issues, concerns, accidents and emergencies promptly to the Duty Verger
* Complying with, supporting and actively promoting Cathedral policies and practices at all times
* Attending such training and development opportunities as deemed necessary by Chapter to effectively and volunteer in compliance with Rochester Cathedral’s Health & Safety Policy at all times
* Complying with the Safeguarding guidelines and policy
* Meeting mutually agreed time commitments, giving reasonable notice of absence to the Canon Precentor so that alternative arrangements can be made
* Willing to propose ideas for improvement and be prepared to receive performance related feedback
* Wearing lanyard with an identity badge and a Cathedral Safeguarding card
* Dressing appropriately

**Key internal contacts:**

Volunteer Manager: Sandy Struben

Canon Precentor: Matthew Rushton

Head Verger: Colin Tolhurst

Dean's Verger: Joseph Miller

Duty Verger(s)

**Prepared by:**

Sandy Struben, Volunteer Manager and Matthew Rushton, Canon Precentor

**Authorised by:** Gordon Giles, Canon Chancellor (on behalf of Chapter)