



The Parish of Horndon, Orsett and Bulphan

Role Description – Whitecroft Communion Helper

Role description reviewed and ratified at a PCC meeting on 19th January 2026

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed

.....
Rector or Churchwarden

.....
Individual

Responsible to:

The Rector/churchwardens

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.

Safeguarding:

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing two references, and a Confidential Declaration Form before commencing the role
- To undertake the relevant DBS check
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.
- To complete Awareness of Domestic Abuse training.
- To receive and adhere to “Safer Working Practice” guidance

Key roles and responsibilities:

- To maintain confidentiality except where it is a safeguarding concern in which case it needs to be shared with the Rector and Parish Safeguarding Officer (PSO)
- To visit care homes in the Parish and assist with a communion service
- To attend team meetings, for support, guidance and supervision by the Rector or PSO

