

# St Mary's Church Role and Job descriptions

---

## **Welcoming team @11.15am (10:30am - 12:45ish)**

As a welcomer you are the first 'face' that people are likely to meet as they arrive at St Mary's, we want that to be a blessing to others, so please do be warm and helpful. For visitors in particular walking into an unknown space, like St Mary's can feel pretty daunting. Our job is to offer them the sort of welcome that Jesus would.

Main responsibilities include...

- Praying for the service, and for anyone who you might welcome beforehand.
- Arriving at 10.30am to help the Assistant/Warden if needed
- To do a quick tidy of the community room if needed, so it looks well presented when people arrive.
- To welcome people at the door, give them a copy of pews news, direct them to refreshments or into the worship area etc.
- Whilst it is lovely to welcome old friends, please make a special effort to look out for visitors, and make them a priority.
  - Welcome them and ask them where they come from/ what's brought them here today etc
  - If you think it's appropriate introduce them to someone from the congregation.
  - If they have children, explain to them the children's work provision, and changing facilities
  - If they have a disability, let them know that we can move a seat to give easy wheelchair access, that we have a 'T-loop' for hearing aids, and a disabled toilet.
- At 11.10am with the assistant/Warden to encourage people to take a seat in the worship area.
- Whilst you can be a part of the worship, please be seated at the back of the church and look out for latecomers (to welcome), needs, or difficulties etc.
- Gather up the offering, and ensure that it is brought to the front during the offertory.
- After the service, as people disperse, check the toilets, and empty the bins/used hand towels if needed.
- Go home and have a sit down!

## **PA/Tech team @ 11.15am (10:45-12:45am)**

***To ensure that the technology used as part of our worship is working and enabling us to worship God well.***

- To pray for the service and all involved throughout the morning.
- To arrive by 10.45am, and start up the different bits of the PA and projection system, including...
  - Unlocking the PA desk, and following the power up cycle
  - Lowering the screen, and turning the projector on
  - Turning on the laptop and the notebook, and booting the software
  - Put on some appropriate music, to set a prayerful/reflective mood in church.
  - Loading up the easy worship file for the day and checking it against the order of service for any omissions etc
  - Check the batteries on the microphones, and ensure that any guest speaker has a tie-clip mic if needed.
  - If any songs etc are being run from the front, check with the person responsible that the video and sound works OK
  - Check that there are at least 4 spare batteries available, if not inform the Kitchen stock keeper – so that they can be replenished (Details in Kitchen)
- At the start of the service set 'Audacity' to record the service.
- During the service, 'drive' easy worship, blanking the screen when not in use, and listening out for any slight changes in the order of service etc. STAY CALM – IT'LL BE FINE.
- If working alone, ensure that the microphones in use are turned on at the sound desk, and if needs be adjust the volume. If there is a second person available, they can 'drive' the sound desk, and mute the mics etc when not in use etc.
- Once the service has finished, Stop audacity recording and export the file onto the memory card, power of the notebook
- At the end of the service, turn off the projector with the remote, but leave the mains on to the PA desk for at least 10 minutes, to allow the projector bulb to cool. Then power everything off, lock up the PA desk, returning the key.
- Go home and have a sit down!

### **Assistant warden team at 11.15 service (10.30-12.45ish)**

***To unlock and lock up the church. To ensure a warm welcome, due safety and order in the service.***

- To pray for the service and all involved throughout the morning.
- Bring your mobile phone with you, as you might be 'lone working' for a few minutes before the welcoming/coffee people arrive.
- To unlock the church at 10.30am, ensure that seats etc are in good order, heat if needed is on, turning on necessary lights.
- Open church gates and check that paths etc are clear/safe.
- To ensure that the communion table is set if required.
- To support the welcomers, and generally be around should there be any practical needs.
- Light the candles at 11am (ish)
- Encourage the congregation to be in the worship area by 11.10am!
- Whilst you can be a part of the worship, please be seated at the back of the church and look out for latecomers (to welcome), needs, or difficulties.
- Count the number of Adults and children (at 11.25am as everyone has usually arrived by then).
- With the welcomers gather up the offering, and ensure that it is brought to the front.
- AT communion services, guide the communicants from their rows to the front in an orderly manner to receive, come up and receive yourself last
- At the end of the service open the doors, and be around to lend a hand in whatever ways are needed.
- After the service, have a bit of a general tidy in the worship area.
- Ensure that the money (counted or otherwise) is locked in the safe.
- Rinse and return to the safe, the communion cups/ plates etc
- If supplies of communion wafers, or Wine are low, inform the Kitchen stock keeper – so that they can be replenished (Details in Kitchen)
- Once most people have gone, lock up the main church door, turn off the lights, and encourage rest to leave, then lock up the vestry.
- Go home and have a sit down!

### **Cleaning team (2 Hours, once a month)**

To come in at a convenient time after Thursday lunchtime, but before Sunday and clean/tidy including...

- To pray for the life of the church and it's mission to our community, enjoy being in the house of the Lord.
- Tidy any bits and pieces around the church
- Hoover the carpets in the church, community room and vestry. (Empty the bag!)
- Clean the toilets/sinks/mop floors
- Dust the windowsills & shelves etc
- Every ?? weeks to polish the brasses

### **Coffee team @11.15am (10:30am - 12:30ish)**

The Bible repeatedly highlights the importance of hospitality, one of the Epistles says that some have unknowingly entertained angels, in offering hospitality to strangers! We have a reputation as being a warm and welcoming church, and some of that is down to the hospitality and refreshments that we serve.

Main responsibilities include...

- Praying for the service, and for anyone who you might welcome beforehand.
- Arriving at 10.35am to open up the kitchen and get things ready, including...
  - Putting on the kettles and brewing the coffee
  - Putting out the sugar, milk and biscuits
  - Serving tea/coffee until 11.10am
  - Collecting up the pots and washing/drying them
  - Clearing away, and wiping down the kitchen
- Go into church, worship and enjoy the service
- Afterwards do a final check for anymore pots, and take the tea towels home to throw in the wash (and return when convenient).
- Go home for a sit down and rest if needed.

### • **Children's work team leader**

***To oversee the Children's work at St Mary's Sunday services, as we seek to help them grow as disciples of Jesus in knowledge, faith & experience***

### **Key responsibilities**

- To seek to live a life of faithful Christian Discipleship (being a role model).
- To pray for the life of the church, especially the children, their families, and the other young church leaders.
- To own and hold the churches vision for Young Church, and Sunday Children's ministry
- To encourage, support and help Young church leaders develop.
- To develop a young church team (rather than a rota).
- To look at ways of developing young church.
- To work with the PCC to ensure that a safe and secure environment is maintained for children's work.
- To Work with the Safeguarding officer (Currently Kath Cook), to fulfil our safeguarding policies, and offer a safe place for our children to grow. This will include ensuring the all people working with the children are Suitably DBS checked, and are working within the safeguarding policies.
- To ensure that child registration forms are kept and updated every 12 months. This will also include Sunday youth Activities.
- To ensure that accurate records of leader and child attendance records are kept.
- To ensure that suitable teaching resources are bought and made available.
- To be a point of contact for any concerns from parents.
- To ensure that the Young church team has a rota of people available for leading young church each Sunday, excluding all age services & August.
- To give feedback to the Vicar (or where appropriate the PCC) about any issues or possibilities concerning Young Church, or the Children.
- To meet termly with the Vicar and Young church team for review and encouragement.

## **Youth work team leader**

***To oversee the Youth work at St Mary's Sunday services & Beyond, as we seek to help them grow as disciples of Jesus in knowledge, faith & experience***

### **Key responsibilities**

- To seek to live a life of faithful Christian Discipleship (being a role model).
- To pray for the life of the church, especially the youth, their families, and the other youth/young church leaders.
- To own and hold the churches vision for Youth Church.
- To encourage, support and help Young church leaders develop.
- To develop a youth team (rather than a rota).
- To look at ways of developing youth work, on Sundays and beyond.
- To work with the PCC to ensure that a safe and secure environment and procedures are maintained for youth work.
- To Work with the Safeguarding officer (Currently Kath Cook), to fulfil our safeguarding policies, and offer a safe place for our youth to grow. This will include ensuring the all people working with the youth are Suitably DBS checked, and are working within the safeguarding policies.
- To ensure that child registration forms are kept and updated every 12 months. This will be co-ordinated by the Young church team leader.
- To ensure that accurate records of leader and child attendance records are kept.
- To ensure that suitable teaching resources are made available and used.
- To be a point of contact for any concerns from parents.
- To ensure that the Youth work team has a rota of people available for most Sundays, excluding all age services & August.
- To give feedback to the Vicar (or where appropriate the PCC) about any issues or possibilities concerning Youth work , or the Children.
- To meet termly with the Vicar and Young church team for review and encouragement.

### **Buildings team**

***To work with the Vicar, Wardens and PCC to maintain the building of St Mary's so that it is fit for worship and community use, whilst ensuring that it complies with relevant legislation.***

### **Key Duties**

- To pray for the witness and ministry of the Church, and to grow in discipleship.
- To work with the health and safety officer to ensure the buildings compliance with our Health & Safety Policy.
- To ensure that annual servicing of the heating takes place.
- To ensure that PAT testing occurs every 2 years.
- To arrange that the gutters are cleared out regularly.
- To provide regular meter readings to our utility suppliers.
- To ensure that blown bulbs & other minor defects are promptly repaired when identified.
- To generally monitor the condition of the grounds and building.
- To review the Quinquennial inspection and work with the PCC to draw up appropriate actions.
- To ensure appropriate contractors are appointed and arrange any access that they require for works that need to be done.