

“GROWING HEARTS OF SERVICE”: VOLUNTEERING CATALOGUE

ST. MARY’S CHURCH, DENHAM

Theme	Role	Headline Responsibilities	Time Commitment	Lead Contact	Prerequisites
SUNDAY SERVICE	Welcome Team	<ul style="list-style-type: none"> • Arrive early to get the church ready • Provide a warm and welcoming first impression to people attending church services as they arrive at our front door • Ensure all members of the congregation have access to the appropriate service sheets and any other supporting materials • Guide seating where restrictions are in place, or where the church is near to full capacity • Support the organisation of communion queues (in services where this is taken) • Clear up and lock up after service 	1 service every 6 weeks, arriving 30 minutes before the start	Sam Carter	Being confident, warm and welcoming to new and existing members of our church family.
	Choir	<ul style="list-style-type: none"> • Lead the singing as part of the choir in our 10.30 service • Sing at weddings and funerals when requested (and if available) • Make a commitment to regular choir practices 	2.5 hours on Sunday plus occasional weekday rehearsals	Christoph Lindner	Basic knowledge of musical notation is helpful.
	Bell Tower Captain	<ul style="list-style-type: none"> • Oversee and train the team of bellringers • Ensure ongoing maintenance of the main bells, chimes and bell tower • Ensure flag is raised or lowered when required 	2 hours Wednesday and 2 Sundays per month	Andrew Simpson	Enhanced DBS to enable them to work with children and vulnerable adults.
	Bellringer	<ul style="list-style-type: none"> • Rings the bells for Sunday services and other special occasions (weddings, national occasions etc.) • Makes a commitment to bell ringing practice 	Preferable able to ring on two Sundays of the month Rehearsals on Wednesday evenings. Weekly practices for around 6 months while learning (usually Wednesday evening but can be flexible), then less often if preferred.	Andrew Simpson	Sense of rhythm and reasonable arm strength. Reasonable level of fitness but great strength not needed. All training provided by our bell tower captain.

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	Chimes Ringer	<ul style="list-style-type: none"> Uses the chiming mechanism when a full band of ringers is not available 	Ad hoc – able to join flexible rota for occasional Sunday mornings, weddings etc.	Andrew Simpson	Learning takes a couple of sessions with no ongoing practices. Open to non-bellringers.
	Service Leader	<ul style="list-style-type: none"> Supports the clergy in leading (a part of) the Sunday service Prepare during the week, liaise with preacher 	1 service per quarter plus 1 hour preparation	Christoph Lindner	Confident in speaking publicly and being able to lead a part of a Sunday service.
	Coffee Team	<ul style="list-style-type: none"> Lead: organise team for each coffee event Team: arrive before Sunday service to prepare, serve refreshments after the service and then clear-up 	2 hours monthly	Heather O'Regan	None
	Café Church Hospitality	<ul style="list-style-type: none"> Organise the baking of cakes and a hospitality team Make hot drinks and serve drinks and cake on the day 	Monthly service 2h Organisation 1h	VACANT	None
	Bible Readers	<ul style="list-style-type: none"> Read the assigned Bible reading during the Sunday service 	1 service per quarter	Victoria Lucas	Confident reader Able to project their voice
	Prayers	<ul style="list-style-type: none"> Prepare, write and deliver intercessions during the Sunday service for c. 4-5 minutes duration 	1 service per quarter	Christoph Lindner	Confident speaker, able to project their voice
	Holy Communion Server	<ul style="list-style-type: none"> Support clergy in serving communion during 10.30am Sunday services and occasional special services (e.g. Maundy Thursday) 	No more than one service per month (rota)	Christoph Lindner	Servers are baptised and ideally confirmed, and part of the electoral roll.
	Sacristan	<ul style="list-style-type: none"> Prepare and clean up the equipment required to administer Holy Communion during a Sunday service Ensure that purificators are washed Monitor and flag up low supplies with church secretary 	First and third Sunday of the month at the 10.30 service, arrive at least 15 minutes before the service	Christoph Lindner	Baptised and ideally confirmed, part of the electoral roll.
	Moderator	<ul style="list-style-type: none"> Engage online congregation throughout Sunday service through management of online chat (inc. welcome, sermon summaries and posting of any key questions) Act as mouthpiece and relay key messages between service leader and online congregation 	1 service per month	Julie Laughland	YouTube account required. Experience of communicating with communities via online chat helpful but not essential.
	Camera Team Leader	<ul style="list-style-type: none"> Create slides (overlays) with words for 10.30am service during the week and upload them to our streaming platform >>> 	2-3 hours per week	Christoph Lindner	Familiarity with computers and the internet. Basic computer design skills.

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		<ul style="list-style-type: none"> Update instructions for camera operators on a regular basis Provide training for new operators Liaise with Rector in continually improving the streaming experience 			Ability to lead and train a team.
	Camera Operator	<ul style="list-style-type: none"> Set up the live streaming equipment before the service starts Operate the camera and streaming software during the service Keep in touch via WhatsApp during the service with the online chat moderator in case there are any technical issues to respond to Tidy down the streaming equipment after the service 	1 service per month; arrive 30 mins early to set up and remain behind 30 mins to tidy down.	Jo Potter	Training in the use of the equipment will be provided, but this role would suit someone who is already fairly confident with operating technical equipment such as a video camera / mobile phone / laptop.
	Sound Operator	<ul style="list-style-type: none"> Provide an “invisible” listening experience so that everyone can hear each service beautifully Listen to the service with full concentration, adjusting sound levels on the mixer controller Be aware of the ever-changing sound desk sources and how they need to be managed Be able to mute/unmute feeds in a nimble fashion as needed 	1 service per month; arrive 15 mins early to set up and communicate with service leader, remain behind 5 mins to tidy down.	Charlie McClelland	None - just a willingness to learn and shadow an experienced operator to build familiarity (training provided!), and review sound desk notes / manual.
	Sunday Club Leader	<ul style="list-style-type: none"> Lead the Sunday Club session with the support of at least one other leader or helper Provide team briefing and prayer before the service Leading age-appropriate worship for children aged 4-12 years, including a bible story/text, prayer and sometimes sung worship 	1 service per month; arrive 30 mins early for team briefing and prayer, help during the service and clear up straight afterwards.	Edda Lindner	Experience of working with young children (4-12). Enhanced DBS for working around children – inc. Basic Safeguarding training.
	Sunday Club Helper	<ul style="list-style-type: none"> Support Sunday Club Leader running the session as part of the 10.30am service >>> 	1 service per month; arrive 30 mins early for team briefing and prayer,	Edda Lindner	Some experience of working with young children (4-12) helpful but not essential.

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		<ul style="list-style-type: none"> Help create a welcoming setting to nurture Christian faith in a fun and child centred way Support registers and anything practical during the session, such as leading a game or craft, reading / telling a story, or preparing and serving refreshments Support singing and praying 	help during the service and clear up straight afterwards. Note: no other preparation required.		Enhanced DBS for working around children – inc. Basic Safeguarding training.
	Destiny Leader	<ul style="list-style-type: none"> Lead the Destiny session with the support of at least one other leader or helper Leading age-appropriate worship for children aged 10-16 years, including a bible story/text, prayer and sometimes sung worship 	2 hours monthly – one Sunday a month (currently parallel to 10.30am service. Team meets at 10am in the Rectory and walk the teens back to church at 11.30am)	Jane Brown	Experience of working with teenagers and young people. Enhanced DBS for working around children – inc. Basic Safeguarding training.
	Destiny Helper	<ul style="list-style-type: none"> Support the leaders in creating a space which invites young people to grow in faith and trusting friendships in a relaxed environment 	2 hours monthly – one Sunday a month (currently parallel to 10.30am service. Team meets at 10am in the Rectory and walk the teens back to church at 11.30am)	Jane Brown	Some experience of working with teenagers helpful but not essential. Enhanced DBS for working around children – inc. Basic Safeguarding training.
DISCIPLESHIP	Life Group or Bible Book Club Leader / Co-Leader	<ul style="list-style-type: none"> Pastoral responsibility for a small group Leads or co-leads the group sessions (or delegates leadership at times) Encourages members in their discipleship Works with the Rector in shaping the termly programme, at other times selects appropriate materials for the group Attends termly meetings with Christoph for support and training 	60-120 minutes per week (depending on type of group), plus 30-60 minutes preparation.	Christoph Lindner	In some contexts: Enhanced DBS check for working with vulnerable adults.
	Discipleship Mentor	<ul style="list-style-type: none"> Meets up regularly with a church member who wants to grow in their faith, to read the bible, talk and pray 	Typically twice a month, one hour each	Christoph Lindner	Basic knowledge of the bible, prayerful, desire to help other Christians grow, pastorally aware

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EVANGELISM & COMMUNITY ACTION	Give & Share Leadership team	<ul style="list-style-type: none"> Oversee the ministry Plan and review support throughout the year Plan and keep track of budget, liaise with treasurer Liaise with other similar groups in the area and provide information if another group wants to set up a similar ministry 	At least three meetings a year plus active participation in the various projects (time commitment variable)	Craig Alexander Caroline Goodwin	Enhanced DBS check for working with children and vulnerable adults.
	Give & Share Support	<ul style="list-style-type: none"> Works with the Give and Share leaders in planning projects and attends termly team meetings Helps to prepare and deliver support for people according to the given project 	Flexible - varies through the year from occasional immediate help to several hours a week when preparing a larger initiative such as Christmas boxes	Craig Alexander Caroline Goodwin	Driving licence and use of a car required for some tasks.
	Alpha Leader or Helper	<ul style="list-style-type: none"> Leads or helps with a small group during Alpha course Supports and communicates with overall course leader Attends two training sessions before and half-way through the course, as well as briefings and debriefings with leader during the course Potential to also run the equivalent "Youth Alpha" course aimed specifically at young people 	Ten evening sessions of 2 hours each plus one half-day on a Saturday	Christoph Lindner	<p>Confident supporting the facilitation of a small group, including leading/helping some selected sections of the course (in agreement with leader).</p> <p>Two training sessions will be offered.</p> <p>If running for a group of young people, enhanced DBS for working around children – inc. Basic Safeguarding training.</p>
	DPN Editor (DPN=Denham Parish News, our church magazine)	<p>Co-ordinate the quarterly content, editing, graphic design, printing and distribution of DPN, including:</p> <ul style="list-style-type: none"> Participate in editorial meeting (c. 2 hours) Liaise with key contributors (c. 2 hours) Lead completion of first edit (c. 6-8 hours) Support graphic design edits and communication (c. 2 hours) Bundle up magazines for delivery to distributors (c. 2 hours) Note: graphic design created by Pen&Ink, printed by South Bucks Business Products. Pen&Ink liaise with Printer on behalf of Editor 	Issued quarterly; approx. 15 hours required per issue (see left for estimates per activity).	Cathy Macqueen	Good communication skills, attention to detail, ability to set and meet deadlines, high level of English language / grammar, able to generate ideas for content.
	DPN Contributor	<ul style="list-style-type: none"> Complete article in a timely manner and within the guidance provided by DPN editor 	Ad hoc, 3-6 hours depending on nature of article.	Cathy Macqueen	<p>Able to write in an engaging and heartfelt manner.</p> <p>All other instructions provided by DPN Editor.</p>

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	DPN Distributor	<ul style="list-style-type: none"> Distribute DPN in a timely manner to all people in defined geographical area Collect subscription fees annually, keeping the contact list for subscribers up to date 	1-2 hours per quarter for distribution; annually for subscription collection	Cathy Macqueen	<p>Good mobility. Able to be a 'link' person between the subscriber and St. Mary's.</p> <p>Comfortable collecting and handling small amounts of money.</p>
	DPN Advertiser Co-ordinator	<ul style="list-style-type: none"> Liaise with advertisers on an annual basis to determine renewal status Respond to advertiser enquiries Keep clear records of advertiser contact & payment schedules Liaise with PCC Treasurer to raise invoices 	1-2 hours annually per advertiser (currently c. 20 advertisers)	Cathy Macqueen	<p>Good communication skills. Some experience of basic record keeping to track advertisers / payments.</p>
	Prayer Trail Co-ordinator	<ul style="list-style-type: none"> Create and update prayer trail around churchyard on a seasonal / themed basis 	Ad hoc, c. 4-6 times per year	Kath Sole, Cathy Macqueen	Vision for appropriate words and graphics.
	Events Co-ordinator	<ul style="list-style-type: none"> Define and execute the plan for specific church events (e.g. annual St. Mary's Festival), in close collaboration with the leadership team Communicate and co-ordinate with others who will be helping to lead parts of the event 	Various – depending on timing of the event.	VACANT	Experience of organising events, working towards deadlines and good at communicating with others.
	Vestry Tea Co-ordinator	<ul style="list-style-type: none"> Oversee the annual season of Vestry Teas held at St. Mary's Set standards and help maximise the impact of Vestry tea in our community Be the point of contact for all Vestry hosts and co-ordinate the rota 	<p>Flexible during the week and occasional Sunday afternoon</p> <p>Note: frequency and timing of Vestry Tea season to be defined</p>	VACANT (speak to Edda Lindner)	<p>Supportive of the vision and purpose of Vestry Teas.</p> <p>Good at building goodwill, organising and communicating on email and in person.</p>
	Vestry Tea Team Leader / Host	<ul style="list-style-type: none"> Lead a team of up to six people who run a given Vestry Tea event Organise the cakes and other items needed Stay in communication with the Vestry Tea Co-ordinator before and after the event 	One Sunday afternoon of the Vestry Tea Schedule (circa 1.30-5.30pm)	VACANT	Organised and welcoming towards the team and guests.

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	Vestry Tea Helper	<ul style="list-style-type: none"> Support the hosting of each Vestry Tea event by serving cakes, making tea, washing up and collecting dishes Contribute a homemade cake (if possible) Stay in communication with the Vestry Tea host 	One Sunday afternoon of the Vestry Tea Schedule (circa 1.30-5.30pm)	VACANT	<p>Ability to work together with others to achieve a calm and friendly environment.</p> <p>Work within basic kitchen hygiene standards.</p>
FAMILY MINISTRY	Little Lions Team Member	<ul style="list-style-type: none"> Help create a setting that is welcoming and stimulating to parents of 0-3 year olds Support free play with babies and toddlers in St. Mark's Hall along with their parents Support short, organised activity and / or delivery of very short Christian message 	3 hours – Wednesday mornings (1.5-hour session, plus 1 hour set up, 30 minutes take down)	Kathy Paine	<p>Some experience of working with toddlers and babies helpful but not essential.</p> <p>Enhanced DBS for working around children – inc. Basic Safeguarding training.</p>
	Little Lions Coffee Server	<ul style="list-style-type: none"> Prepare and serve coffee, tea and biscuits to the parents who bring their children to the Little Lions playgroup, and clear up afterwards Speak with the parents who bring their children and help create a welcoming atmosphere 	2.5 hours – Wednesday mornings	Kathy Paine	None.
	Forest Church Helper	<ul style="list-style-type: none"> Help facilitate Forest Church (run in the churchyard), inc. delivering or supporting interactive activities and bible thoughts for all participants Support serving of tea, coffee and biscuits after the service and create a welcoming atmosphere 	<p>2 hours monthly – Sunday afternoons (monthly from spring-autumn)</p> <p>Potential for 1-2 hours material preparation</p>	Edda Lindner	<p>Some experience of working groups of mixed ages helpful but not essential.</p> <p>Happy to work outside.</p> <p>Enhanced DBS for working around children – inc. Basic Safeguarding training.</p>
	Youth Band Leader	<ul style="list-style-type: none"> Leads rehearsals of the youth band Choose appropriate songs in consultation with the Rector Lead the band in services / concert 		VACANT (Speak to Christoph Lindner)	<p>Musical skills, inc. being able to read music and lead / direct a small group of musicians.</p> <p>Some experience of working with teenagers.</p> <p>Enhanced DBS for working around children – inc. Basic Safeguarding training.</p>
	Post Baptism Engagement Lead and Team	<ul style="list-style-type: none"> Engagement with families following the baptism of their children, building a trusted point of contact within the church for these families Provide ongoing support and make them feel a welcome part of the church family >>> 	Flexible - 2-8 hours a month	Azita Jabbari	Enhanced DBS for working around children – inc. Basic Safeguarding training.

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		<ul style="list-style-type: none"> Ensure families are aware of special church events and events scheduled that are aimed specifically at children 			
	Parenting Course Lead	<ul style="list-style-type: none"> Lead the preparation and delivery of courses to parents and carers aimed at specific age ranges and life situations Use course materials to provide a welcoming, impactful and informative learning experience 	4-6 weeks during one school term per year, circa 3 hours per week	Kathy Paine	Undertake training course provided by 'Care for the Family' to be able to deliver the course. Confident to be able to deliver a training course to a small group of parents. Being a parent will be beneficial to the role.
	Family Ministry Administrator	<ul style="list-style-type: none"> Looking after our children's database (ChurchSuite), updating information and keeping a register of Sunday Club and Little Lions 	2 hour per week	VACANT (Speak to Edda Lindner)	Basic experience of using computers and Internet browsers Openness to learn the basics of ChurchSuite (our data management platform)
	School Assembly Team – Storyteller	<ul style="list-style-type: none"> Help the Assembly Leaders by being part of the storyteller team in both local schools Help by joining in with song at the end (often with actions) 	Thursday mornings once or twice a month – 8.45am-11.30am plus prep time via email and rehearsal (where required)	Edda Lindner	Some experience of reading stories in animated ways. Feeling at ease in front of a large group of children. Enhanced DBS for working around children – inc. Basic Safeguarding training.
OPERATIONS	Service Sheet Folding	<ul style="list-style-type: none"> To fold and staple service sheets ready for Sunday 	1 hour per week; more when additional events are planned (e.g. Christmas)	Victoria Lucas	None
	Christmas Preparation	<ul style="list-style-type: none"> To receive the tree in and out of church, and ensure it is decorated beautifully Liaise with church secretary to order candles, and place these around the pillars To turn around and centre the communion table To secure the candles on choir stalls To take down and prepare the church again in early January 	5 hours, annually (late Nov / early Dec / early Jan)	Victoria Lucas	None
	Communications & Website	<ul style="list-style-type: none"> Author and design poster/flyer content to advertise key church services and events Support rector in providing support and updates of latest news, events and services onto the church's website Assist with archiving of past website content 	Flexible - more opportunities in the run-up to special seasons (Easter, St Mary's Festival, Christmas, Alpha etc.)	Christoph Lindner	Experience in desktop publishing design for creation of posters and flyers. Previous experience of managing websites desirable but not essential.

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	Social Media Management	<ul style="list-style-type: none"> Establish more visible online presence of Denham Parish Church on local online channels Promote events of interest (e.g. special / Christmas services, national celebrations, patronal festival...) to the local community on the relevant Facebook / social media groups (inc. securing appropriate permission to do so) 	Ad hoc	Christoph Lindner	<p>Confident ability to use social media channels (currently mostly Facebook; we are also on Instagram, but not very active at all).</p> <p>Ability to write impactful posts in line with church's values and online forum standards.</p>
	Church Bookstall	<ul style="list-style-type: none"> Drive responsibility for the stocking and operation of the church bookstall Buy general stock and seasonal stock (e.g. Christmas, Easter, Mothering Sunday...) Check stock monthly and replenish as necessary Empty cash box monthly and pass onto Treasurer for banking 	<p>1 hour monthly (stock check and tidy)</p> <p>2 hours quarterly (select, purchase and price stock)</p> <p>2 hours annually (to support accounting)</p>	Anne Thomas	None
	Church Office – Absence Cover	<ul style="list-style-type: none"> Support with cover for core office operations when the church secretary is absent 	Usual church office hours, Monday to Friday	Victoria Lucas	Familiarity with key church office processes and procedures.
FINANCE	Treasurer	<ul style="list-style-type: none"> Provide oversight across all church financial affairs, inc. bookkeeper, gift-aid co-ordinator and church houses Prepare monthly and annual accounts for PCC Prepare and maintain annual budgets and forecasts Prepare submissions to Charities Commission Conduct annual parish share review Administer payment of salaried staff Approve church expenditure / drawdown (e.g. fabric committee, Give & Share) Liaise with independent accounts examiner to ensure sign off of church finances 	4 hours weekly	Mike Stewart	<p>Good numeracy and spreadsheet experience.</p> <p>Accounting or Banking background helpful, but not essential.</p> <p>Enhanced DBS for Children & VA (as PCC member) – inc. Basic & Foundation Safeguarding training.</p>

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	Bookkeeper	<ul style="list-style-type: none"> Support the Treasurer deliver the day-to-day banking activities required for the church Undertake bank branch visits to pay in cash / cheques, and support other payment activities Reconcile bank statements and record entries into accounts model Maintain church expense and income records Support liaison with Parish Secretary, Give & Share team and DPN Editor 	4 hours weekly	Mike Stewart	Good numeracy and spreadsheet experience. Accounting or Banking background helpful, but not essential.
	Gift-Aid Co-ordinator	<ul style="list-style-type: none"> Support the Treasurer with all aspects of Gift Aid Send thank-you letters to all ad hoc donors Interface with the Parish Giving Scheme to ensure gift aid is applied to all St. Mary's donations Prepare Annual Gift Aid Claims Co-ordinate Gift Aid record keeping, inc. monthly review of sum up Prepare and submit annual gift aid claim Provide advice on future gift aid income to feed into forecasts and upcoming budgets 	2 hours a month to maintain records and complete correspondence 3 hours to prepare and submit annual claim	Mike Stewart	Basic numeracy and spreadsheet experience.
	Fundraising Support	<ul style="list-style-type: none"> Lead on the scoping and co-ordination of fundraising initiatives Support the Treasurer in the budgeting, forecasting and donations collection for specific fundraising initiatives 	Various – depending on fundraising initiatives.	Mike Stewart	Prior fundraising experience helpful, but not essential.
ESTATE	Fabric Team Lead	<ul style="list-style-type: none"> Directing St Mary's Fabric Team in addressing: <ul style="list-style-type: none"> Matters of repair and maintenance of the church building and churchyard Team meetings and reports to the PCC Liaising with church surveyors, preferred contractors and Diocesan Advisory Council (DAC) Oxford for the initiation and supervision of fabric projects and for churchyard general maintenance Submission of case applications to DAC via the Church of England Online Faculty System Supervising site works undertaken by contractors Record keeping of project correspondence, site and building plans, photography, project listings and contacts 	Approximately 6 hours per week	Robert Ash	Appreciation of buildings, computing and project management skills.

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	Fabric Team Member	<ul style="list-style-type: none"> Contribute to a team that looks after the structure and services of the church buildings, churchyards and grounds Attend monthly Fabric Team meetings Perform light manual maintenance tasks (within working party) connected with building and/or grounds Lead on agreed tasks, thereby sharing the load between the group 	<p>10 meetings per year (1.5 hours each)</p> <p>Ad hoc meetings (c. 3 hours every 6 weeks, more in the summer)</p>	Robert Ash	<p>Some level of physical fitness if undertaking practical tasks</p> <p>A practical head and sense of humour!</p>
	Church Houses Manager	<ul style="list-style-type: none"> Assist the Treasurer in the management of the two church houses (St. Mark's House & St. Francis House) Act as interface with letting agent during periods of private rental Liaise with council where required (e.g. council tax payment, waste collection) Arrange monthly payment to grounds staff & cleaners Negotiate and renew utilities contracts for gas, water and electricity for each church house 	<p>2 Hours a month</p> <p>Varies with projects, repairs or change of tenants</p> <p>Most issues can be planned in advance but some emergencies are time critical</p>	Mike Stewart	<p>An existing householder would have the experience needed.</p> <p>Willingness and time to chase up contractors when things need to be done.</p>
	St. Mark's Committee	<ul style="list-style-type: none"> General: manage the day-to-day running of the hall, including lettings, cleaning and maintenance. Attend regular (usually quarterly) meetings and help with tasks as they arise Chairperson: Chair meetings and ensure tasks are allocated and completed Secretary: take minutes of each meeting, review with the chair and then distribute to meeting members, and make available to the PCC Treasurer: Manage bank and petty cash, refund deposits, pay bills and expenses 	<p>Quarterly meetings, 2 hours long.</p> <p>Chairman – 1 additional hour to general duties of member.</p> <p>Secretary – 2 additional hours to general duties of member.</p> <p>Treasurer – 12 hours per quarter in addition to general duties of member.</p>	<p>Michele Lee</p> <p>Secretary: VACANT</p>	None

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	St. Mark's Keyholder	<ul style="list-style-type: none"> Support a good experience for one off or occasional hirers of St. Mark's Hall through unlocking the hall, walking them through the hall's functionality, locking up after the event, and undertaking a brief inspection of the hall after use 	Ad hoc – dependent on hiring times.	Michele Lee	Good availability to provide and collect hall keys around specific hiring times. Being situated close to St. Mark's Hall would be an advantage.
	St. Mark's Grounds Maintenance	<ul style="list-style-type: none"> Support the periodic maintenance of the grounds around St. Mark's Keep borders in good order by pruning and weeding, planting and propagating Organise grass cutting and instruct Treasurer to pay for work as required Treat garden seats with timber sealer once per year 	16 hours per month	John Breese	None, but must be happy and willing to work outside.
	St. Francis Verger	<ul style="list-style-type: none"> Ensure the St. Francis building is kept in good working order and tidy on a periodic basis Remove out-of-date posters, leaflets, notices Ensure that all faults and fabric issues are reported when noticed or raised Support vacuum cleaning of the chapel where this is required 	1 hour per month	VACANT	None
	Building Risk Assessments	<ul style="list-style-type: none"> Ensure that the risk assessment for all 3 church buildings is current & available, covering building, fire, and health & safety Review the risk assessments regularly and whenever a change is made, including with the relevant teams / committees as required Work with other teams / committees to advise the outcome of the assessment and to engage them in completing the recommendations or necessary actions Be available to answer ad hoc queries through the processes above Undertake general reading to keep up to date with any changes in relevant legislation 	8 hours – to carry out the initial assessments and write up 4 hours – to complete ongoing annual review	Sam Carter	An H&S qualification would be an advantage (e.g. IOSH or NEBOSH). Ongoing advice and guidance are available from the diocese. A methodical and practical approach to potential hazards and situations inc. assessment of impact & how to eliminate, reduce or manage.

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	Flower Arranging	<ul style="list-style-type: none"> • Flower arranging prior to festival services, inc. Easter, May Fayre, St. Mary's Festival, Harvest, Remembrance Sunday, Christmas and other services ad hoc as required • Removal and tidying up of dead flowers during the following week 	Circa 6 hours total for each festival period (inc. planning, sourcing and arranging flowers)	Pam Montgomery	A basis knowledge of flower arranging would be helpful but not essential – training on the job can be given!
	St. Mary's Churchyard Roses Care	<ul style="list-style-type: none"> • Responsible for the care of the roses in the St. Mary's churchyard (106 in total!) • Prune established roses and add manure to soil in early Spring • Apply slow release food twice annually • Water roses twice weekly (with support from fabric team) • Deadhead faded flowers regularly and prune canes to stimulate new growth • Weed beds periodically and brush autumn leaves and yew tree needles off paths • Monitor for diseases and phase out older roses, replacing with disease resistant varieties in early spring 	22 hours per month in flowering season	John Breese	None, but must be happy and willing to work outside.
PASTORAL	Pastoral Care Lead	<ul style="list-style-type: none"> • Co-ordinates the pastoral care to ensure we respond to needs in the parish • Leads the pastoral team, together with one of the ministers • Attends termly team meetings plus separate meetings for supervision with a minister as required, but at least termly 	Varies - about 1-2 hour per week for co-ordination plus occasional pastoral visits	Christoph Lindner / VACANT	Enhanced DBS check for working with vulnerable adults.
	Pastoral Care Assistant	<ul style="list-style-type: none"> • Connects with church members and residents who ask for pastoral support through visits and phone calls • Is a member of the pastoral care team • Attends initial training and termly team meetings, and receives support from Pastoral Care Lead as required 	Varies - on average 1-2 hours per week, more at particular times (e.g. visits during Advent)	Christoph Lindner / VACANT	Enhanced DBS check for working with vulnerable adults.

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	Prayer Ministry Team	<ul style="list-style-type: none"> Offers prayer ministry as part of our Sunday service 	At least once a month during our 10.30 service and occasionally at special events	VACANT Contact Christoph Lindner	Member of the electoral roll. Training on prayer ministry completed.
	Marriage Support Team	<ul style="list-style-type: none"> Come alongside young couples getting married by discussing the couple survey over a meal Offer support to couples as required Help arrange and lead marriage enrichment events 	Flexible - as little as one or two meetings per year	Christoph Lindner	This is a role specifically for couples who have been married at least five years.
	The Haven Bereavement Support	<ul style="list-style-type: none"> Facilitating discussions around bereavement Providing ongoing individual support where required Opening and closing the venue, as well as organising and providing tea and coffee 	1 meeting monthly, plus ad hoc support where required	Ian Jennings	Enhanced DBS check for working with children and vulnerable adults. Counselling experience will help but is not essential.
	Parish Safeguarding Officer	<ul style="list-style-type: none"> Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities Be familiar with diocesan safeguarding guidance and ensure leaders are implementing these Liaise with the Rector over safeguarding issues Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters Liaise as necessary with the Diocese, reporting all concerns against church officers Ensure good record keeping of any concerns that arise and ensure others do the same Assist with safeguarding training in the parish Update the PCC on safeguarding matters and ensure training/compliance are up to date 	5 hours monthly	Sam Carter	Enhanced DBS check for working with children and vulnerable adults. Completion of safeguarding training and assessments provided by the diocese.
	Safeguarding Administrator	<ul style="list-style-type: none"> Ensure safer recruitment process paperwork is followed for all volunteers Ensure all safeguarding training paperwork is printed and filed Ensure DBS (Disclosure and Barring Service) certificates and Safeguarding Training are renewed every 3 years 	5 hours monthly	Sam Carter	Enhanced DBS check for working with children and vulnerable adults. Completion of safeguarding training and assessments provided by the diocese.