



Role description for Christian Aid Co-ordinator at All Saints

Role: To promote the work of Christian Aid at All Saints, and support its work through publicity, occasional events and fund raising. (The main fundraising event takes place during the second week in May, and there is also a street collection in Guildford on a Friday in December)

Role Requirements:

To be: To be called by God and approved by All Saints church, to be the Christian Aid Co-ordinator in God's church. To be a person who leads in a gracious, Christ-like manner; and who treats each member of the congregation and local community with respect and dignity, as a unique individual created in the image of God.

To do: For the May door-to-door collection

- Decide with the Mission Vision Group whether a Christian Aid event should be held, as well as the house to house collection
- Order envelopes/publicity materials during Feb/March.
- Encourage the congregation at All Saints' Church to sign up to deliver/collect to a road/roads in the parish.
- Write an article for the May copy of the Parish Magazine and get to the editor. Write updates for the weekly sheet.
- Distribute envelopes etc to collectors by the start of May, and make sure filled envelopes are returned by the collectors by a set date.
- Arrange the 'Count' on the following Sunday afternoon (in the Reading Room), and ensure the money is banked; complete relevant Christian Aid paperwork by the end of May.
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To do: for the December collection

- Advertise at All Saints' church for collectors for the date in December.
- Pass these names onto Geoff David (who organises the street collection) – he will then confirm times for people to stand at a particular spot in town and the handing out of the tins (from St Mary's, Quarry Street). Co-ordinator to pass on details to collectors.
- Ensure collectors return the tins to St Mary's Church after allotted time slot.

To do:

- To attend an annual meeting of the Missions Vision Group, and to receive appropriate support and supervision by the Chair of that Group at least once a year.
- To be a member of the Missions Vision Group if possible
- To read, adhere to and promote all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church. A risk assessment is required for Christian Aid activities.

Reports to: The Chair of the Missions Vision Group

Agreement: I agree to being the Christian Aid Co-ordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved November 2017