



Role description for Coffee Team Co-ordinator at All Saints

Role: To offer hospitality to the congregation and visitors after the 10 o'clock service, by providing tea/coffee and biscuits

Role Requirements:

To be: To be a person of integrity, who serves in a gracious, Christ-like manner

To do:

- Maintain a list of volunteer coffee makers for after the 10am services each week
- Prepare a new rota every 2 months to cover a 3 month period, and distribute to all volunteers on the rota
- Agree with volunteers that they will be responsible for sorting out their own swaps if they cannot make their date, but that the co-ordinator could be contacted if no-one can do a particular date
- Coffees are served by two volunteers each week
- Co-ordinate with the volunteer who is purchasing supplies
- Ensure those serving coffee know who to give the money to each week
- Read the Church's Risk Assessment for Church Hall Users, and be aware of its requirements
- To attend an annual meeting of the Events Vision Group, for support and supervision by the Events Vision Group Chair
- To read and adhere to 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.

Reports to: The Events Vision Group Chair

Agreement: I agree to being the Coffee Team 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