

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 Christian Aid Week in the second week in May)

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 Christian Aid Week

- Decide by February with the Mission Vision Group whether a Christian Aid event should be held and the house to house delivery of envelopes (Currently Car Wash and Cake sale in the Village Hall Car Park on the final Saturday of Christian Aid week). Decide which roads to deliver to.
- Order envelopes/publicity materials during Feb/March.
- Book the Village Hall Car Park in March
- Edit the slip advertising the event and how to donate to Christian Aid including QR code, and print
- Update and ensure access to the Give Star card reader
- Staple a slip to each envelope and arrange to bundle envelopes for each road to be delivered to. Bundles to be put out on a table in the foyer 2 weeks before Christian Aid week commences
- Encourage the congregation at All Saints' Church to sign up to deliver to 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.
- Arrange for 2 members of the church to help with counting the money donated, and ensure the money is banked using the paying in slips provided by Christian Aid
- Complete relevant Christian Aid paperwork by the end of May and send to Christian Aid.
- Let the congregation know the total amount collected

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
- Write a risk assessment and send to the Safeguarding team 1 week before the event.
- If children are helping, ensure parent is with them; or obtain parental consent, complete emergency contact form and ensure 2 adults from All Saints with appropriate DBS are present.
- To read, adhere to and promote the church's Safeguarding Policy

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf> including recruitment and training requirements; and all other Policies of All Saints Church

- To read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf> including Safer Recruitment and Training requirements; and to adhere to all other policies of the church

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

Updated November 2023