

## Role description for Coffee Team Members at All Saints

**Role:** To offer hospitality to the congregation and visitors after the 10 o'clock service, by providing tea/coffee and biscuits. Tea/coffee is served by two volunteers each week, according to a rota drawn up by the Coffee Team Co-ordinator.

### Role Requirements:

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

### To do:

- Give your contact details to the Coffee Team Co-ordinator, who will contact you regarding dates
- Be available to be on duty about twice a quarter, and to arrange a swap if you are unavailable (the rota is set up quarterly by the Coffee Team Co-ordinator)
- Arrive before the service at about 9.30am to set up for the refreshments in the kitchen in the hall
- If it is the first Sunday of the month tea/coffee/squash are served before the service, café style. In this case make the coffee in the hall and place into jugs for serving. Take these plus the tea pot and a selection of mugs/jugs/sugar/trays up to the back of the church and lay out on a table. Put on the two kettles in the Reading Room to make tea. Serve as people come into church. After the service clear the empty mugs up and take them down to the hall for washing and putting away after the service. Ensure the Reading Room is left clean and tidy.
- For all services bring a supply of milk, usually about 3 pints, and biscuits. We try to encourage Fair Trade biscuits but appreciate that they are not always easy to find. There is a supply of Oat milk in the cupboard, please put one carton out. You can claim reimbursement for refreshments from the Bookkeeper by dropping them an email with the details or out of the collection if there are sufficient funds.
- Please ensure you put the SumUp machine on the table for online donations.
- On all other Sundays set up about 3 tables with chairs in the hall for the congregation and one or two tables for the serving of the tea/coffee.
- Leave the church about 5 minutes before the end of the service, to finish setting up and putting out the children's refreshments.
- After you have served the refreshments, to wash up and put everything away, make sure the kitchen is clean and tidy.
- To make sure the cash you take is recorded and given to one of the church wardens or post it into the post box in the church foyer.
- Let the Office Administrator know if more supplies of tea/coffee/squash/sugar are needed.
- Adhere to a risk assessment for Church Hall users.
- To attend an annual meeting with the Coffee Team Co-ordinator, for support and supervision
- To read and adhere to all aspects of the All Saints 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.

### Leaving the hall clean and tidy.

Can I just remind you that we do ask everyone to please leave the hall clean and tidy when you leave. This includes emptying all the bins.

- Please put food waste in the green recycling bin which is near the hall.
- Please put recycling (but not glass) in the red recycling bins outside the hall
- Please put all other waste in the Red bins marked 'waste' outside the hall.

- If you need to sweep the floor you will find brooms and other cleaning equipment in the cupboard in the foyer of the hall.
- Please take the tea towels you have used home to be washed and returned the following week.

**Reports to:** The Coffee Team Co-ordinator

**Agreement:** I agree to being a Coffee Team Member at All Saints Church, under the governance structures of the Incumbent and the PCC.

I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved and updated November 2023