

Role description for the Dray Court Service Co-ordinator

Role: To provide oversight for the Dray Court Service team; and with that team to provide an opportunity for friendship, fellowship, worship, encounter with God, spiritual nurture and growth, for members of the Dray Court community and beyond; and with a particular focus on older people.

Role Requirements:

To be:

To be a person of prayer and worship, called by God and approved by All Saints church, who leads in a gracious, Christ-like manner; and who treats each member of the Dray Court community with respect and dignity, as a unique individual created in the image of God.

To do:

To supervise and attend to the following (by agreement with the Incumbent):

- The leading of services which have been agreed by the Dray Court Service planning team, and approved by the incumbent
- The support of worship via teaching, prayer, music and action
- The leading of activities related to the theme, on occasions and as appropriate
- The offering of hospitality in the form of afternoon tea
- The preparation for and clearing away after the event
- Appropriate training for team members and self, as necessary
- To organise and lead Dray Court Service planning meetings
- To liaise with the Dray Court manager, to arrange meetings and use of the premises
- To be a member of the Worship Vision Group; and to receive appropriate support and supervision from the incumbent via attendance at these meetings, at least 3 times per year
- 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

Reports to: The Incumbent

Agreement:

I agree to being the Dray Court Services Co-ordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____