



Role description for Flower Team Co-ordinator at All Saints

Role: To support and enhance the Worship at All Saints Church through the medium of flowers

Role Requirements:

To be: To be a person of prayer and worship, who leads in a gracious, Christ-like manner

To do:

- To ensure that flowers are arranged on a pedestal near the altar, except during Lent and Advent
- To ensure that the whole church is decorated at special times of the year, such as the major festivals of Easter, Christmas, and Harvest. To be responsible for the Gethsemane Garden in the chapel for Maundy Thursday
- If requested, to organise flowers for weddings or other occasions
- To prepare an annual rota for the flower arrangers following discussion with the Incumbent; and to confirm dates of festivals, weddings and other events. In December, to distribute copies of the new list to the flower arrangers and to the Incumbent, and to put one on the notice board
- To ensure that the rota runs smoothly and any problems/alterations are clearly communicated
- Via the magazine and the weekly notices, to ask for donations for flowers for the major festivals. To produce a list of names of people to be remembered by the donors of lilies at Easter.
- To hold a small fund for the receipt of donations and the purchase of flowers and floral supplies when necessary.
- To organise storage space for the floral supplies and equipment and to maintain such equipment
- To check and water flower arrangements during the week, and to prepare for the following week's arranger
- To read and adhere to the church's risk assessment for church users
- To attend an annual meeting of the 'Serving Team', for support and supervision by the Worship Warden
- To meet each member of the Flower Team annually, to offer support and supervision
- 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. To be particularly to be aware of the Lone Working aspects of the policy.

Reports to: The Worship Warden

Agreement: I agree to being the Flower 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 December 2017; updated January 2022