

Role description for Men's Lunch/Coffee Group co-ordinator

Role: To provide an opportunity for men to meet together, and enjoy each other's company. This may involve either a hot meal provided by outside caterers in the Church Hall, and/or coffee together in the Reading Room. Meetings may also take place via Zoom, if this option is preferable.

Role Requirements:

To be:

To be a person who leads in a gracious, Christ-like manner; and who treats each member of the group with respect and dignity, as a unique individual created in the image of God.

To do:

- To arrange meetings, sending out invitations either by email, post or hand delivery and through the Church Weekly News Sheet and Website.
- To book the Church Hall and Reading Room as necessary, with the church/hall bookings secretary
- For the lunch: To Put out the tables and chairs and lay the tables in the Church Hall from 11.30 a.m onwards; to serve drinks as guests arrive at 12.30pm; to organize payment (recommended contribution) on arrival - drinks to be provided by donation and free to guests; to serve food to those who cannot collect it for themselves from the hatch; to organize the clearing up, washing up and tidying away.
- To source professional caterers to cook the meal, or buy ready cooked meals from professional providers (eg www.cookfood.net)
- To pay for food in advance, then claim back these expenses via the church office. All monies donated on the day must be left in the church safe, to be paid into the church bank account.
- To check with guests whether they have any food allergies, so that all guests can make an informed choice about avoiding anything unsuitable for them. Caterers to be available to talk through food content for anybody with particular food allergies.
- To be aware of the physical, mental and emotional wellbeing of the guests and to liaise with guest's partner or carer where appropriate, about continued attendance if there is a problem.
- To know who to contact in the event of a guest being taken ill during the event.
- To hold a current DBS relating to vulnerable adults for All Saints' Church
- To write and adhere to a risk assessment covering normal meetings and for any event held outside the church
- To attend any relevant Diocesan safeguarding training, including the Leadership training module
- To comply with All Saints' health and safety policy and requirements
- To attend regular meetings of all Small Group Leaders, for support and supervision by the Pastoral Care Vision Group leader
- 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: Pastoral Care Vision Group leader

I agree to being the Men's Lunch/Coffee Co-ordinator at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____