

Role description for Coffee Team Co-ordinator at All Saints Church, Grayswood

Role: To offer hospitality to the congregation and visitors after the 10am service, by providing tea/coffee and biscuits

Role Requirements:

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

To do:

- Maintain a list of volunteer coffee makers for after the 10am services each week
- Prepare a new rota to cover a 3 month period, and distribute to all volunteers on the rota
- Agree with volunteers that they will be responsible for sorting out their own swaps if they cannot make their date, but that the co-ordinator could be contacted if no-one can do a particular date
- Coffees are served by two volunteers each week
- Co-ordinate with the volunteer who is purchasing supplies
- Ensure those serving coffee know how to store donations safely
- Read the Village Hall Risk Assessment for Church Hall Users, and be aware of its requirement
- To read and adhere to all aspects of the Safeguarding Policy and other relevant Policies of All Saints church.

Reports to: The incumbent

Agreement: I agree to being the Coffee Team Co-ordinator at All Saints Church Grayswood, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____