

Role description for Coffee Team Members at All Saints Church, Grayswood

Role: To offer hospitality to the congregation and visitors after the 10 am 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 9.40am to set up for the refreshments in the kitchen in the hall
- Leave the church before the end of the service, to finish setting up and putting out the children's refreshments
- Serve drinks and biscuits from the hatch to everyone who wants them
- After you have served the refreshments, to wash up and make sure the kitchen is clean and tidy
- To make sure donations are stored securely (the Coffee Team Co-ordinator is responsible for managing donations collected).
- Adhere to a risk assessment for Village Hall users
- To read and adhere to all aspects of the Safeguarding Policy and all other Policies of All Saints Church.

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.

Name (print and sign): _____

Incumbent: _____

Date: _____