

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

Role: To co-ordinator and support the flower team members, enhancing Worship at All Saints Church through the medium of flowers.

This role must fulfil the Safer recruitment guidelines:

- *On application an appropriate interview or structured discussion will be held.*

Role Requirements:

- Maintain a list of volunteers
- Prepare a new rota to cover a 12 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
- Be available to help as part of a team to do the displays for major events – Christmas, Easter or Harvest Festival
- Be available to help as part of a team for preparing the flowers for weddings/funerals if required
- To be read and be aware of the following policies of All Saints Church: Safeguarding Policy, risk assessment, health and safety, accidents and first aid, working alone in church.

Reports to: The Incumbent

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: _____

Data Privacy: I consent to my data being stored for the purposes of creating the rota and other communications relating to this role. ☐