

## Role: Activity Facilitator

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To organise and facilitate art, craft, music, sports or similar activities.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To arrive in a timely manner to prepare the activity
- To be friendly and to greet people, and to help people participate in the activity
- To put away items at the end and leave the area clean and tidy
- To follow any specific instructions from the activity leader
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: BCM (Pioneer)

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To seek to create and develop new forms of church, and engagement in and with the local community

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who supports the ministry and mission of the church through their pioneer BCM role.

### Role Requirements:

- To explore ways of engaging with and serving the community
- To facilitate new initiatives, as appropriate in the local context
- To prayerfully oversee these initiatives within the church/community
- When appropriate, to arrange or facilitate teaching/training for others who are working alongside, whether within the church community or with outside agencies or initiatives or other co-working partnerships
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.
- To receive appropriate support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: BCM (Worship)

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To help support and lead worship within the church and community

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who supports the ministry and mission of the church through their Worship BCM role.

### Role Requirements:

- To lead the Ministry of the word including the talk/homily/sermon at the main Sunday Service when required, and to give the homily at the 8am Holy Communion Service on occasion.
- To plan and lead occasional non-Eucharistic services.
- To prayerfully oversee these initiatives within the church/community
- When appropriate, to arrange or facilitate teaching/training for others who are working alongside
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.
- To receive appropriate support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Bell Ringers (weddings and other)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To ring the Church Bells for Weddings and Services, as invited/requested

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be part of a small group that provides bell ringing for some Sundays services and for special services
- Bellringers may also be asked to provide ringing for weddings for which an expenses payment may be made.
- To be friendly, ready to welcome all
- Good level of fitness and good co-ordination and mobility
- Good hearing and sense of rhythm.
- To be reliable and punctual
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To read and adhere to the lone working policy

## Role: Children's Groups Helpers

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Children's Group Leader
Date:	14 October 2024 (version 11.3)

### Role Description:

To be a helper at Children's groups. To provide a welcoming, friendly face to all who attend, and to help with practical tasks as delegated by the leader.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be part of the team of volunteers helping with the children's groups (on Sundays, regular weekly groups, or other events where children are invited to attend)
- To welcome the children and their parents to the group
- To help to provide refreshments, as appropriate
- To follow all the guidelines as directed by the leader of the group
- To attend team meetings for encouragement and planning
- To pray regularly for the children and young people
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Children's Groups Leaders

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be a leader at Children's Group. To treat each adult and child with dignity, as being made in God's image and with the capacity to encounter him

### Person Specification:

To have a Christian faith, to be sympathetic to the values of Swaythling Parish, and to be called to work with children and their parents/carers. To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the group with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To lead the team of volunteers and delegate responsibilities as appropriate
- To welcome the children, and their parents/carers to the group
- To help to provide refreshments (or delegate), as appropriate
- To ensure all the guidelines are followed for each group as appropriate (e.g. registration of those attending, storage of records appropriately, being aware of allergies, referring volunteers for DBS checks where needed etc)
- To plan and attend team meetings for encouragement and planning
- To pray regularly for the children and their parents/carers
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Church Administrator

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Advisable
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To support the ministry and mission of Swaything Parish in an administrative role.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who supports the ministry and mission of the church through their work

### Role Requirements:

- To have a clear understanding of the tasks involved in the role undertaken
- To meet with the vicar regularly to discuss work and for support
- To maintain confidentiality and act with discretion
- See separate Job Description for full list of administrative tasks
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To abide by the Lone Working Policy

## Role: Church warden

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Conditional
Safer Recruitment	Yes
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar, PCC and Archdeacon
Date:	14 October 2024 (version 11.3)

### Role Description:

To share with the vicar the administration of the parish, and the care of church buildings. The Churchwardens, together with the vicar, are the direct link between the Bishop and the parish.

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Church Warden and Parochial Church Council roles and responsibilities)

### Person Specification:

To be a person of integrity, called by God, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God. To be baptised and on the Electoral Roll of the parish. To be elected annually by joint consent of the vicar of the parish and a meeting of parishioners.

### Role Requirements:

- To have an unofficial pastoral role for caring for those in the parish, greeting people by name and being welcoming to all
- To promote the whole missions of the church, which is pastoral, evangelical, social and ecumenical
- To have a general understanding of the running of the Church and to know what to do in case of an emergency
- To be responsible for all things financial, though normally this is delegated to the treasurer
- To be responsible for Health and Safety and Risk Assessments, or to ensure this is delegated appropriately
- To be present and 'on duty' for services and other events, as necessary; making sure everything is in order, and ensuring the church is locked and everything in good order before leaving, or to delegate this responsibility to others as appropriate
- To attend regular meetings with the vicar and other ministers, for support and supervision
- To be the legal owners of all the movable property of the Church – responsible for the maintenance, safekeeping and availability of all the consecrated and unconverted goods and ornaments, and to hold church keys
- Churchwardens are automatically members of the PCC and serve on the Standing Committee
- To carry an official wand or staff of office at special services, and be present to welcome and walk before the Bishop when they are present in church

- To be responsible for inspecting, and keeping an up to date a terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church
- To have the right in law to remove from the Church and/or Churchyard anyone who is causing a disturbance or who threatens to do so.
- To delegate selected above responsibilities as appropriate
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Cleaner (paid - hall and churches)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	PCC
Date:	14 October 2024 (version 11.3)

### Role Description:

To clean the church/church hall; ensuring that it is in a good state of cleanliness

### Person Specification:

- Able to carry out general cleaning duties
- Punctual and reliable
- Able to manage time effectively
- Able to work with minimum supervision
- Able to take pride in a job well done
- Able to use initiative when necessary to do extra/alternative cleaning

### Role Requirements:

- To have a clear understanding of the tasks involved in the role undertaken
- To abide by the Lone Working Policy
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- See separate Job description for specific cleaning tasks

## Role: Cleaner (volunteer)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	PCC
Date:	14 October 2024 (version 11.3)

### Role Description:

To clean the church/church hall; ensuring that it is in a good state of cleanliness

### Person Specification:

- Able to carry out general cleaning duties
- Punctual and reliable
- Able to manage time effectively
- Able to work with minimum supervision
- Able to take pride in a job well done
- Able to use initiative when necessary to do extra/alternative cleaning

### Role Requirements:

- To have a clear understanding of the tasks involved in the role undertaken
- To abide by the Lone Working Policy
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- See separate Job description for specific cleaning tasks

## Role: Cake, Craft and Chat Group Facilitator

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	Not required; but helpful
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To provide a welcoming, friendly face to all who attend, and to facilitate the hosting of the event

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To welcome people, and to notice newcomers and include them
- To facilitate the provision of refreshments (although people also help themselves)
- To facilitate the provision of basic craft supplies for those who need them
- To liaise with clergy/BCM regarding anyone who needs further support
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: DBS Administrator

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	Yes
Lone Working	
Food Hygiene	
Reports to:	Parish Safeguarding Officer and Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be the nominated person who is responsible for administration of DBS applications.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To co-ordinate DBS checks for those who need it for their role
- To ensure the online application form is fully completed and the information it contains is accurate.
- To check and validate the information provided by the applicant, as set out by the Disclosure and Barring Service (DBS)
- To liaise with the Parish Safeguarding Officer regarding Safeguarding Training required for church members and volunteers
- To attend Diocesan DBS and Safeguarding training as appropriate
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Flower Arranger

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar / PCC
Date:	14 October 2024 (version 11.3)

### Role Description:

To support and enhance the worship through the provision of flowers in the church

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be responsible for the arranging of flowers in the church
- To purchase the flowers and to arrange the display (this should be done at a time when children or other groups are not in the church - to check the online calendar if necessary)
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To read and adhere to the lone working policy

## Role: Friday Lunch Club Leader

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To have oversight for the Friday Lunch Club and to co-ordinate the team of volunteers

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To lead the team of volunteers and delegate responsibilities as appropriate
- To welcome all who attend to the group, and to encourage conversation amongst those who attend
- To co-ordinate the provision of food/drinks (or delegate), as appropriate
- To ensure all the guidelines are followed as appropriate (e.g. storage of records appropriately, being aware of allergies, referring volunteers for DBS checks where needed etc)
- To plan and attend team meetings for encouragement and planning
- To liaise with any volunteer drivers who are offering lifts to the Church for this activity
- To pray regularly for the ministry
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Friday Lunch Club Helper

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Friday Lunch Club Leader / Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To provide a welcoming, friendly face to all who attend Friday Lunch Club, and to help with practical tasks as delegated by the leader.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be part of the team of volunteers helping with the Friday Lunch Club (lunch and space to chat for the over 50s)
- To be a friendly, and to welcome all who attend, being especially aware of newcomers or those who don't know many others
- To be aware of those who may need assistance due to a disability, vulnerability or mobility issue.
- To help to provide/serve refreshments, as appropriate, and to help with clearing up if needed
- To follow all the guidelines as directed by the leader of the group
- To attend team meetings for encouragement and planning
- To pray regularly for the group
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Frontline Staff and Volunteers

DBS	Own arrangements
Safeguarding: Basic	Yes - own arrangements
Safeguarding: Foundations	Own arrangements
Local / Leadership Pathway	
Domestic Abuse Awareness	Own arrangements
Safer Recruitment	Own arrangements
Lone Working	Yes
Food Hygiene	
Reports to:	
Date:	14 October 2024 (version 11.3)

Agreement on use of church space with Vicar / PCC

### Role Description:

see Frontline's own job description

### Person Specification:

see Frontline's own job description

### Role Requirements:

see Frontline's own job description

## Role: Garden Volunteer (St Mary's / St Albans)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be part of a team who maintain the churchyard and church grounds at St Alban's and St Mary's

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be able to work collaboratively as part of a team
- To follow team guidelines and instructions
- To be friendly and ready to welcome all, including those who may be walking nearby or through the church grounds
- To have a good level of fitness and good co-ordination and mobility
- To refer any situations of concern to the team leader
- To contribute to the creation of a safe garden/churchyard environment
- To use a range of hand tools on a variety of tasks according to skills and aptitude (e.g., weeding, planting, pruning and cutting grass).
- To carry out general litter picking in the grounds
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To be especially aware of all Health and Safety guidance, in particular when working with tools and machinery
- To read and adhere to the lone working policy

## Role: Licenced Lay Minister/Reader

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Leadership Pathway
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

Also needs Leadership Pathway training (Diocese)

### Role Description:

To be involved in a ministry of leading worship, preaching and teaching, to assist at the eucharist and to share in pastoral and evangelistic work in the church. To encourage the ministries of people in the church and help the whole Church to participate in God's mission to the world.

### Person Specification:

To be a person of integrity, called by God, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To have completed the 3-year LLM training course and to have been licenced to LLM ministry
- To Lead and preach at prayer and Sunday services
- To preach and assist at the Eucharist, but not preside
- To conduct funerals (with the approval of the vicar and the relatives). N.B. LLMs may not baptise (except, like any lay person, in emergency) or conduct weddings
- Take part in regular training to refresh theological knowledge and practical skills
- To meet regularly with the vicar for support, encouragement and supervision as appropriate
- To maintain confidentiality and act with discretion
- To demonstrate respect for and loyalty to the vicar, in their role as the spiritual leader; and respect for the authority of the PCC, as the appointed governing body.
- To minister in other parishes by invitation, with the permission of the vicar (but it is not primarily a peripatetic ministry)
- To read and adhere to the lone working policy
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Pastoral Visit Team

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To support the vicar by assisting or accompanying with visits to people in their own homes
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.
- To receive appropriate training from the Diocese, and support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: PCC Member

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

\* In a parish where there is any children's work or work with vulnerable adults, the entire PCC must all have an Enhanced (without barring) check, even if they are not working with children/vulnerable adults themselves. This is because the PCC is a chari

### Role Description:

To consult with the Vicar and PCC on matters of general concern and importance to the parish; and promoting in the parish the whole mission of the church, including its spiritual, legal, financial, pastoral and missionary functions

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Parochial Church Council roles and responsibilities)

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

To do, along with other PCC members:

- To share the privileges and responsibility of decision making with the vicar
- To take responsibility for the right administration of the church and its properties
- To make financial provision for staff salaries, parish share, and the general running costs of the parish; and to attend to charitable needs in compliance with Charity Law.
- To respond to Diocesan and Deanery Synods, and communicate matters of concern to them.
- To be responsible for maintaining and repairing all Church buildings, contents and surrounding grounds, walls, fencing and hedging. To be responsible for the payment, but also to ensure the work is completed to the required standards. To be responsible for carrying out the recommendations of the quinquennial report.
- To be consulted on the appointment of a new vicar.
- To be responsible, along with the vicar, for deciding which forms of services are used within the parish.
- To attend meetings regularly and to read minutes, financial statements and papers before each meeting. (There are usually around 5-6 meetings a year, usually on a Wednesday evening).
- To pray over agenda items, and listen to others with an open mind.

- To help and serve in the church practically or in other ways, if possible.
- To participate in discussions and maintain the confidentiality of the Council as appropriate.
- To be available as a conduit of views from the congregation to the PCC.
- To be a trustee of the charity.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To review all church policies on a regular basis (as part of the PCC), and ensure that policies and guidelines are followed
- To attend training as appropriate.

## Role: PCC Secretary

DBS	Not usually*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Vicar and PCC
Date:	14 October 2024 (version 11.3)

\*Secretary needs DBS if member of PCC, if not, then not needed.

### Role Description:

To be responsible for the administrative aspects of the PCC and PCC meetings.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

The PCC Secretary is usually a PCC member and usually also serves on the Standing Committee. In addition to being a member of the PCC, they also have the responsibility:

- To attend and be responsible for taking the minutes, and recording all resolutions at PCC meetings
- To keep a secure record of all documents relating to the current business of the PCC
- To communicate with the vicar and other members of the PCC in a timely manner, on matters such as dates of meetings, distribution of minutes by email etc
- To ensure that all policies and procedures are brought to PCC at the appropriate time for their approval (once a year for Safeguarding, once every three years for most other policies)
- To liaise with the diocesan synod and deanery synod as required
- To attend and take minutes of Standing Committee meetings
- Liaise with Church Administrator, Treasurer and vicar to make sure Annual Reports are submitted (to the Diocese and to the Charity Commission)
- To co-ordinate dates for the APCM, and to work in advance with the vicar to ensure that upcoming vacancies are identified, and to prepare and put up the statutory notices for the APCM meetings
- To distribute paperwork before the APCM (or delegate as appropriate) and afterwards to collate details of new appointments to the PCC and to communicate these (to Charity Commission) as appropriate.
- To maintain confidentiality and act with discretion
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.

- To receive appropriate support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Prayer Team

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To look for ways to encourage a deepening of faith through personal and corporate prayer, both within and outside the church community

### Person Specification:

To be called by God to be a Leader of Prayer or member of the prayer team in church. To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the congregation with respect and dignity, as a unique individual created in the image of God. To be a person whose own life of prayer and worship sets an example for others to follow.

### Role Requirements:

- To attend worship services at church regularly, and have a good understanding of the worshipping life of the church
- To prayerfully oversee the prayer initiatives within the church
- To arrange or facilitate teaching/training on prayer, retreats and healing prayer
- To encourage and to offer support to those who lead prayers in church - seeking to refine and refresh intercessory prayer
- To explore ways of offering Prayer in and outside of services
- To discern ways to pray effectively for local schools
- To facilitate new initiatives, such as, for example: a prayer event/space in the community, regular 'Prayer Walking' locally, 'Prayer at Work', as appropriate
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.
- To receive appropriate support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Refreshments : Cook / Serving Food

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	Yes for those cooking, advisable for others if possible
Reports to:	Activity Leader / Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To offer hospitality by cooking and serving hot and cold food and drinks.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To ensure all food is prepared and served in accordance with Food Hygiene guidelines
- To keep a record of food served and temperatures, in accordance with current guidelines
- To co-ordinate the team of helpers for serving food, giving specific tasks to individuals where appropriate, according to their food hygiene training / experience
- To be friendly and to greet people attending the event
- To ensure the kitchen area is left clean and tidy after use
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Refreshments: Helper (Simple drinks for Sundays or Events)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	Not required but helpful
Reports to:	Activity Leader / Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To offer hospitality by serving tea/coffee/cold drinks and biscuits/snacks.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To arrive in a timely manner to prepare refreshments
- To be friendly and to greet people, and to serve drinks and snacks
- To wash up and make sure the kitchen area is left clean and tidy
- To follow any specific instructions from the activity leader
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Safeguarding Officer

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Leadership Pathway
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar / Diocese
Date:	14 October 2024 (version 11.3)

Also needs Leadership Pathway training (Diocese) and training PSO induction

### Role Description:

To be responsible for ensuring the coordination of any concerns about a child, young person or vulnerable adult, or the behaviour of an adult working with vulnerable groups, and that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
- Liaise with the vicar over safeguarding issues.
- Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
- Attend diocesan safeguarding training offered for PSOs.
- Assist with safeguarding training in the parish as appropriate.
- Attend a meeting of the church leadership (PCC) at least twice a year to ensure safeguarding issues are discussed and that the church leadership adopt the Safeguarding Policy, and review annually.
- Ensure the proper implementation of the safeguarding policy.
- Ensure that the Safeguarding Policy and contact details is displayed in all Church premises.
- Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
- Promote inclusiveness in places of worship and within church activities.
- Keep the church leadership informed of good safeguarding practice.

- Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese (Online Safeguarding Dashboard).
- To maintain confidentiality and act with discretion
- To liaise with the DBS Administrator regarding DBS checks and Safeguarding Training required for church members and volunteers
- To read, adhere to and promote all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Sides person

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Churchwarden/Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To assist the Church Wardens and Welcome Team in preparing the church for worship, welcoming the congregation, and clearing up after the Service

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To attend and to have a good understanding of services of worship
- To attend on dates as per the rota, or swap duties if necessary
- To be present at least 20 minutes before the start of the service, and undertake tasks as required before and after the service (see separate role description list for St Alban's/St Mary's).
- To give a warm welcome to everyone and be aware of the needs of all who arrive, especially newcomers
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Small Group / Bible Study Leader

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To provide a place and opportunity for pastoral care, fellowship, and the spiritual nurture and growth of group members through small group support, prayer and Bible study.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the group with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To create/provide a safe and welcoming environment for the group to meet in
- To offer hospitality as appropriate (and to comply with Food Hygiene requirements if offering a hot meal)
- To offer pastoral care as needed
- To support the spiritual nurture and growth of members through teaching, discussion and personal example, as appropriate
- To pray for members of the group on a regular basis
- To maintain confidentiality and act with discretion
- To demonstrate respect for and loyalty to the vicar, in their role as the spiritual leader; and respect for the authority of the PCC, as the appointed governing body.
- To liaise with vicar for support and supervision as appropriate
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Thursday Together Leader

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Yes
Safer Recruitment	Yes
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To have oversight for the Thursdays Together community food project and to co-ordinate the team of volunteers

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To lead the team of volunteers and delegate responsibilities as appropriate
- To welcome everyone to Thursdays Together and keep an oversight of the team and those attending each week, or delegate as needed
- To develop/ maintain partnerships with fareshare, Basics Bank, Ethelburt food collections, Co-op, Tesco and Sainsburys surplus food collections and any other local food projects as appropriate
- To signpost services and provision to those attending. as appropriate
- To plan team meetings for encouragement and planning
- To pray regularly for Thursdays Together
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To ensure all the guidelines are followed as appropriate (e.g. registration of those attending, storage of records appropriately, being aware of allergies, referring volunteers for DBS checks where needed etc)
- To communicate regularly with team members, including via the Thursdays Together WhatsApp group

## Role: Thursday Together Volunteers

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	Yes if serving food
Reports to:	Thursdays Together Leader / Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To provide a welcoming, friendly face to all who attend Thursdays Together, and to help with practical tasks as delegated by the Thursdays Together Leader.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

Thursdays Together Volunteers assist with the running of our weekly community food project, which includes a café space where hot drinks are served with space to chat to those who attend, and the provision of fresh and long life food. Volunteers are:

- To provide a friendly, non-judgemental approach
- To show respect when working with people from a range of cultural backgrounds
- To be comfortable interacting with people who may have limited English
- To be able to work collaboratively as part of a team
- To follow team guidelines and processes
- To refer any situations of concern to the team leader
- To help sort food, or to help with distribution of food, as requested by team leader
- Volunteers may also offer to collect food from local food donation organisations
- Volunteers will be invited to join the Thursdays Together WhatsApp group to stay in touch with any communications each week
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Transport - Volunteer Driver (giving lifts to adults)

DBS	Yes*
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

\*A volunteer driver for vulnerable groups (children or vulnerable adults) for children's/vulnerable adults' activities organised by the church requires a DBS. (NB: private/personal arrangements among parents/friends etc. are exempt from needing DBS)

### Role Description:

To provide transport to Church Events for adults

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To provide transport to and from the church in their own vehicle
- To be a good communicator with patience and empathy
- To assist and support those who may use a walking aid or struggle with mobility
- Full UK driving licence and comprehensive insurance with valid MOT certificate and Road tax
- To ensure all passengers use seatbelts, and that rules of the road are followed at all times
- Vehicle used for transport must be comprehensively insured; and the driver must be over 25 years of age
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To read and adhere to the lone working policy
- To obtain an endorsement from the insurance company to transport children or vulnerable adults
- To be aware that the church insurance cover does not provide primary or direct insurance cover in the event of an accident, injury or vehicle damage

## Role: Transport - Volunteer Driver (giving lifts to children)

DBS	Yes*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

\*A volunteer driver for vulnerable groups (children or vulnerable adults) for children's/vulnerable adults' activities organised by the church requires a DBS. (NB: private/personal arrangements among parents/friends etc. are exempt from needing DBS)

### Role Description:

To provide transport to Church Events for children

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- Driving children is a "regulated activity" and requires prior written permission from the PCC, as well as DBS checks and Safeguarding training
- To be a good communicator with patience and empathy
- To only provide lifts to children as arranged and with parent's/guardian's prior permission, and only when the child is accompanied by another appropriate adult
- Full UK driving licence and comprehensive insurance with valid MOT certificate and Road tax
- To ensure all passengers use seatbelts, including child seats where appropriate, and that rules of the road are followed at all times
- Vehicle used for transport must be comprehensively insured; and the driver must be over 25 years of age
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To read and adhere to the lone working policy
- To obtain an endorsement from the insurance company to transport children or vulnerable adults
- To be aware that the church insurance cover does not provide primary or direct insurance cover in the event of an accident, injury or vehicle damage

## Role: Treasurer

DBS	Not usually*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar / PCC
Date:	14 October 2024 (version 11.3)

\*Treasurer needs DBS if member of PCC, if not, then not needed.

### Role Description:

To carry out the accounting activities of the church including the payment of expenditures (mostly online), the maintenance of the financial records and the periodic reporting of the church's financial status to the PCC and the Diocese.

This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any PCC Treasurer roles and responsibilities.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To be on the PCC and elected as Treasurer; or to be appointed as Treasurer and co-opted to PCC annually, or to be appointed as Treasurer but not be on the PCC.
- To be legally allowed to be a Charity Trustee (see Charity Commission website - <http://www.charity-commission.gov.uk/> ) i.e. over 18 and not disqualified because of bankruptcy or criminal convictions for financial wrongdoing.
- To be numerate and computer literate and have financial competence and accuracy (but need not be a qualified accountant)
- To have a good working knowledge of Excel or similar software.
- To be able to explain things both clearly and simply, and to be sympathetic to the views of other PCC members.
- To respect the confidential nature of the information in the Treasurer's possession.
- To accurately receive and record income from all sources and control the banking.
- To ensure money is deposited in the bank as soon as possible after it is received.
- To pay and record all items of expenditure in accordance with policies established by the PCC and ensure proper authorisation procedures are followed.

- To keep clear, accurate and adequate records with supporting documentation.
- To advise the PCC and the parish as necessary on the present and anticipated state of all parish finances, and support the PCC in its efforts to provide appropriate and clear information on parish finances to church members.
- To provide an annual budget to the PCC for their approval.
- To prepare end of year accounts for Auditor/independent examiner, and submit annual Parish Finance Return to Diocese.
- To provide a written report for the Parish Annual Report.
- To present the verified Annual Statement of Accounts etc. first to the PCC and then on behalf of the PCC to the Annual Parochial Meeting.
- To complete annual returns requested by the diocese in respect of parish income and expenditure and submit them within the timescale requested.
- To complete annual returns in respect of the Charity Commission and to submit them within the timescale requested.
- To liaise with utility companies and ensure that regular meter readings are submitted.
- To prepare energy footprint for the Diocese.
- To provide any statements to vicar and other recipients of benefits or wages as necessary under the tax self-assessment or PAYE requirements.
- To attend PCC, Standing Committee and other meetings as necessary.
- To provide general financial information to the PCC as required.
- To carry out any other duties of a financial nature as assigned by the PCC / vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Verger (for funerals/weddings)

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be responsible for opening the church for weddings and funerals, attending to practical tasks for these services, assisting the Vicar, and welcoming people into the church

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To prepare the church and assist the Vicar in advance of weddings and funerals
- To read and adhere to the lone working policy
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Vicar/Curate/Minister

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Leadership Pathway
Domestic Abuse Awareness	Yes
Safer Recruitment	Yes
Lone Working	Yes
Food Hygiene	
Reports to:	Bishop
Date:	14 October 2024 (version 11.3)

Curates also need Leadership Pathway training (Diocese)

### Role Description:

See Vicar/Curate Job description for full details

### Person Specification:

To be called by God to ministry in the church. To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the congregation with respect and dignity, as a unique individual created in the image of God. To be a person whose own life of prayer and worship sets an example for others to follow.

### Role Requirements:

See Vicar/Curate Job description for full details

## Role: Welcome Team - Greeting

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Churchwarden/Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To assist the Church Wardens and sides people in welcoming people to church

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To attend and to have a good understanding of services of worship
- To attend on dates as per the rota, or swap duties if necessary
- To be present at least 20 minutes before the start of the service, and undertake tasks as required before and after the service (see separate list for St Alban's/St Mary's).
- Give a warm welcome to everyone and be aware of the needs of all who arrive, especially newcomers
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

**Role: Worship team / Organist / Pianist**

DBS	Not usually*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Not usually (Local Safeguarding Leadership Course required if leading children's choir)
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

\* DBS required where for Worship Leader where the choir / musical group includes children

**Role Description:**

To lead people in worship

**Person Specification:**

To be a person of integrity, who serves in a gracious, kind and compassionate manner. To be a person whose own life of prayer and worship sets an example for others to follow.

**Role Requirements:**

- To lead the worship at services, by invitation of the vicar
- To attend services regularly, and have a good understanding of the worshipping life of the church
- To engage in appropriate preparation for Sunday services
- To liaise with the vicar and other members of the worship team as necessary
- To attend any training as relevant
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body
- To receive appropriate support and supervision by the vicar
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Youth Group Helper

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be a helper at Youth Activities. To provide a welcoming, friendly face to all who attend, and to help with practical tasks as delegated by the leader.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To be part of the team of volunteers helping with the youth group
- To welcome the children and young people to the group
- To help to provide refreshments, as appropriate
- To follow all the guidelines as directed by the leader of the group
- To attend team meetings for encouragement and planning
- To pray regularly for the children and young people
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

## Role: Youth Group Leader

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Advisable
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	14 October 2024 (version 11.3)

### Role Description:

To be a leader at Youth Activities. To treat each Young Person and child with dignity, as being made in God's image and with the capacity to encounter him

### Person Specification:

To have a Christian faith, to be sympathetic to the values of Swaythling Parish, and to be called to work with young people/children (and their parents/carers where appropriate). To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the group with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To lead the team of volunteers and delegate responsibilities as appropriate
- To welcome the children and young people to the group
- To help to provide refreshments (or delegate), as appropriate
- To ensure all the guidelines are followed for each group as appropriate (e.g. registration of those attending, storage of records appropriately, being aware of allergies, referring volunteers for DBS checks where needed etc)
- To plan and attend team meetings for encouragement and planning
- To pray regularly for the children and young people
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy

