

Ministry Role Descriptions

St Peter's, Colchester

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Introduction

These Ministry Role Descriptions describe recognised ministry, service, governance, safeguarding, administrative and practical roles at St Peter's.

They are intended to clarify:

- why each role matters;
- what the role normally involves;
- who gives oversight and support;
- what appointment, safeguarding, DBS, training and induction arrangements apply;
- what boundaries and expectations apply;
- how the role should be reviewed.

They support clear communication, safer recruitment, appropriate safeguarding, good administration, healthy ministry culture and proper care for those who serve.

This is a master reference document. Individual volunteers would normally be given the description relevant to their role, together with any applicable policies, induction information and training requirements, rather than the complete document.

The role descriptions do not create contracts of employment or obligations to provide or accept work. Volunteers remain free to step back from a role, and St Peter's may pause, change or end a role where appropriate.

Some roles in this document are voluntary roles. Others are held by clergy, licensed ministers, elected PCC members, officers, employees or appointed post-holders. Where a role is held by an employee, office-holder, licensed minister or elected person, the relevant employment, ecclesiastical, legal, safeguarding or governance arrangements also apply. Nothing in this document replaces a contract of employment, office-holder responsibility, licence, formal appointment, statutory responsibility, PCC role, diocesan requirement or safeguarding process.

The PCC approves the overall Ministry Role Description framework. Ongoing minor updates may be made by Ministry Area Leaders (MALs) and the Safeguarding Administrator, provided that the descriptions remain consistent with the PCC-approved Safeguarding Policy, Safer

Recruitment and People Management requirements, DBS requirements, safeguarding training requirements, and other relevant PCC-approved policies.

Substantive changes to the framework, the creation of new higher-risk roles, or changes affecting safeguarding, DBS, safer recruitment, governance, employment or legal responsibilities should be referred to the PCC or to the appropriate governance route.

The DBS and safeguarding training requirements in this document are controlled by the PCC-approved safeguarding and safer recruitment role-mapping document. Where that document gives a clear requirement, it should be followed. Where a role in this document is more detailed than the approved mapping document, the nearest approved role category should normally be used unless the Safeguarding Administrator or Parish Safeguarding Officer advises otherwise.

Where there is any uncertainty or inconsistency, the Safeguarding Policy, Safer Recruitment and People Management requirements, diocesan safeguarding guidance and PCC-approved safeguarding role mapping take precedence over these role descriptions.

Each role description follows the same three-part structure:

1. Why this role matters
2. What the role involves
3. Appointment, requirements and support

Under-18 volunteers

Under-18s may serve in specified public worship, catering, housekeeping, music and technology roles under the supervision of the relevant rota lead. They must not be given independent keyholding, cash-handling, safeguarding, account-control or building-security responsibility. Where a 16- or 17-year-old undertakes a role which itself requires safer recruitment or a DBS check, the same role-based requirements apply to them. Under-18s do not serve in Tiny Tots roles.

Note on role titles

The approved safeguarding and safer recruitment role-mapping document uses some broader role titles, such as Children's Ministry Helper, Children's Ministry Leader, Tiny Tots Helper, Tiny Tots Leader, Small Group Leader and Small Group Host.

This document contains more detailed Ministry Role Descriptions for specific St Peter's teams and rotas. Where a detailed role clearly sits within one of the approved role categories, the safeguarding, DBS and training requirements for that approved category have been applied.

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1. Governance and Appointed Leadership

This section covers elected, appointed, officer, safeguarding and administrative roles which carry particular responsibility for the governance, administration, safeguarding, oversight or operational leadership of St Peter's.

Roles in this section:

- Churchwarden
- PCC Member
- PCC Secretary
- PCC Treasurer
- Parish Safeguarding Officer
- Lead Recruiter
- Safeguarding Administrator
- Electoral Roll Officer
- Church Administrator
- Administrative Assistant

Churchwarden

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar. Churchwardens also hold responsibilities under the relevant ecclesiastical and legal framework.

Usual location: St Peter's Church, North Hill

Usual frequency: Ongoing throughout the year, including PCC meetings, Sunday services, occasional meetings and other responsibilities as required.

Review: Annual review through the APCM, PCC, Vicar and relevant diocesan processes, as appropriate.

1. Why this role matters

The Churchwarden role is one of significant trust, responsibility and service in the life of St Peter's. Churchwardens support the Vicar, represent the laity, help care for the church building and its worshipping life, and share in the practical and spiritual oversight of the parish. This role matters because healthy church life depends on wise, faithful and prayerful leadership, good order, careful stewardship and a shared commitment to the mission and ministry of the church.

2. What the role involves

This role normally involves:

- supporting the Vicar in the worship, mission and ministry of St Peter's;
- helping provide lay leadership and practical oversight within the parish;
- serving as an officer of the parish and a member of the PCC;
- helping ensure that services, buildings, governance and parish life are well supported;
- taking an appropriate role in caring for the church building, property, contents and fabric;
- working with the Vicar, PCC, Treasurer, Church Administrator and others on matters of governance, finance, staffing, buildings and operations;
- being attentive to safeguarding, health and safety, pastoral, operational and reputational concerns;
- helping address practical issues that arise in the life of the church;
- attending PCC meetings and other meetings as required;
- encouraging unity, trust, prayerfulness and faithful gospel ministry within the church family;
- acting with confidentiality, discretion, integrity and due regard to the responsibilities of the role.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce.

- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online); Leadership.
- Other induction and training: Churchwarden induction; diocesan guidance; PCC governance induction; role-specific briefing from the Vicar and outgoing churchwardens where possible.
- Health and safety: Churchwardens should be aware of the Health and Safety Policy, building-related risks and arrangements for reporting hazards, defects, accidents and near misses.
- Data and confidentiality: This role may involve confidential governance, pastoral, safeguarding, financial, staffing and personal information. Information must be handled with discretion and in accordance with St Peter's data protection arrangements.
- Relevant policies: Volunteer Policy; Code of Conduct; Safeguarding Policy; Safer Recruitment and People Management arrangements; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; Financial Policy; Conflict of Interest Policy; Complaints Policy; Whistleblowing Policy; and any relevant diocesan or statutory guidance.

PCC Member

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar.

Usual location: St Peter's Church, North Hill, and meetings as arranged.

Usual frequency: Attendance at PCC meetings and other responsibilities as required.

Review: Through the annual election cycle, APCM, PCC processes and any relevant review of PCC working arrangements.

1. Why this role matters

PCC Members share responsibility for the governance, mission, ministry and stewardship of St Peter's. This role matters because the PCC works with the Vicar in promoting the whole mission of the church: pastoral, evangelistic, social and practical. PCC Members help the church make wise decisions, steward resources faithfully, care for people well, and ensure that church life is conducted with integrity, accountability and gospel purpose.

2. What the role involves

This role normally involves:

- attending PCC meetings and preparing for them carefully;
- praying for the life, mission and ministry of St Peter's;
- contributing thoughtfully and constructively to PCC discussion and decision-making;
- helping the PCC exercise appropriate oversight of worship, mission, finance, buildings, safeguarding, staffing, policies and operations;
- reading papers in advance where possible and asking questions where clarification is needed;
- supporting agreed PCC decisions once made, even where discussion has involved differing views;
- declaring any relevant conflicts of interest;
- handling confidential information carefully;
- encouraging the unity, health and mission of the church;
- undertaking additional responsibilities or membership of sub-groups where agreed.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: PCC induction; charity trustee guidance where applicable; safeguarding and governance briefing; introduction to St Peter's policies and decision-making processes.

- Health and safety: PCC Members share in the PCC's governance responsibility for health and safety and should report concerns promptly.
- Data and confidentiality: This role may involve confidential governance, pastoral, safeguarding, financial, staffing and personal information. Information must be handled with discretion and in accordance with St Peter's data protection arrangements.
- Relevant policies: Code of Conduct; Safeguarding Policy; Safer Recruitment and People Management arrangements; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; Financial Policy; Conflict of Interest Policy; Complaints Policy; Whistleblowing Policy; Governance and Risk Management Policy; and any relevant Charity Commission, diocesan or statutory guidance.

PCC Secretary

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar.

Usual location: St Peter's Church, North Hill, and meetings as arranged.

Usual frequency: PCC meetings and related preparation, administration and follow-up throughout the year.

Review: Annual review through PCC appointment or reappointment, and through review of PCC working arrangements.

1. Why this role matters

The PCC Secretary helps the governance of St Peter's run clearly, accurately and in good order. This role matters because the PCC's decisions need to be properly recorded, communicated and followed through. By preparing agendas, recording minutes and maintaining appropriate PCC records, the PCC Secretary supports wise decision-making, accountability and continuity in the life of the church.

2. What the role involves

This role normally involves:

- working with the Vicar and PCC officers to prepare agendas for PCC meetings;
- circulating agendas, papers and meeting information in good time;
- attending PCC meetings and taking accurate minutes;
- recording decisions, actions and key points of discussion clearly;
- maintaining PCC records and minutes in an orderly and accessible form;
- helping ensure that agreed actions are identified and followed up;
- supporting arrangements for the APCM and other formal meetings where required;
- handling confidential papers and discussions with appropriate discretion;
- liaising with the Church Administrator where administrative support is needed;
- helping the PCC maintain good governance and clear records.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: PCC governance induction; minute-taking guidance; document storage and data protection briefing.
- Health and safety: The role is primarily administrative, but any health and safety concerns arising from PCC business should be recorded or reported as appropriate.

- Data and confidentiality: This role involves access to confidential PCC papers, minutes, decisions and personal information. Records must be handled securely and in accordance with St Peter's data protection arrangements.
- Relevant policies: Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Conflict of Interest Policy; Complaints Policy; Whistleblowing Policy; Safeguarding Policy; Health and Safety Policy; and PCC standing arrangements.

PCC Treasurer

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar.

Usual location: St Peter's Church, North Hill, and meetings as arranged.

Usual frequency: Ongoing throughout the year, including PCC meetings, financial reporting, budgeting, payments oversight and year-end processes.

Review: Annual review through PCC appointment or reappointment, and through review of financial controls and reporting arrangements.

1. Why this role matters

The PCC Treasurer helps St Peter's steward its financial resources faithfully, transparently and responsibly. This role matters because the money entrusted to the church is given for the work of gospel ministry and must be managed with integrity, care and accountability. The Treasurer supports the PCC by providing clear financial information, overseeing financial processes, and helping the church make wise decisions about income, expenditure, reserves, risk and future planning.

2. What the role involves

This role normally involves:

- overseeing the financial administration of St Peter's on behalf of the PCC;
- preparing financial reports for PCC meetings;
- working with the Vicar, Church Administrator, Finance Team, independent examiner and others as required;
- helping prepare budgets and financial forecasts;
- monitoring income, expenditure, reserves and cash flow;
- ensuring that financial controls are followed;
- overseeing payments, banking, giving records and related processes as arranged;
- ensuring annual accounts are prepared, examined and presented in accordance with requirements;
- helping the PCC understand financial risks, pressures and opportunities;
- advising the PCC on financial implications of proposed decisions;
- handling financial information with accuracy, confidentiality and integrity.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).

- Other induction and training: Financial controls induction; charity finance guidance; accounting system induction; data protection briefing; handover from previous Treasurer where possible.
- Health and safety: The role is primarily financial and administrative, but any financial implications of health and safety matters should be brought to the PCC as appropriate.
- Data and confidentiality: This role involves access to financial records, donor information, giving records, banking information and potentially staffing or personal financial data. Information must be handled securely and confidentially.
- Relevant policies: Financial Policy; Data Protection Policy; Data Retention and Records Management Policy; Conflict of Interest Policy; Code of Conduct; Safeguarding Policy; Whistleblowing Policy; Governance and Risk Management Policy; and any relevant charity, diocesan or statutory guidance.

Parish Safeguarding Officer

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar. The Parish Safeguarding Officer also works in accordance with diocesan safeguarding arrangements.

Usual location: St Peter's Church, North Hill, and other church ministry settings as required.

Usual frequency: Ongoing throughout the year, including safeguarding administration, advice, reporting, training oversight and attendance at meetings as required.

Review: Annual review with the Vicar and PCC, and in line with diocesan safeguarding expectations.

1. Why this role matters

The Parish Safeguarding Officer helps St Peter's fulfil its responsibility to protect children, young people and vulnerable adults, and to create a safe and healthy church culture. This role matters because safeguarding is central to Christian care, trust and accountability. The Parish Safeguarding Officer supports the Vicar, PCC and ministry leaders by advising on safeguarding practice, promoting safer recruitment, responding to concerns, and helping ensure that safeguarding arrangements are understood and followed.

2. What the role involves

This role normally involves:

- acting as a key safeguarding contact for the parish;
- supporting the Vicar and PCC in implementing safeguarding policy and practice;
- advising ministry leaders and volunteers on safeguarding processes;
- helping ensure safeguarding concerns are responded to appropriately and promptly;
- liaising with diocesan safeguarding officers where required;
- supporting safer recruitment, DBS and safeguarding training arrangements;
- helping maintain appropriate safeguarding records;
- ensuring that safeguarding information is handled confidentially and securely;
- promoting awareness of safeguarding within the church;
- reporting to PCC as required;
- encouraging a culture in which concerns can be raised, heard and acted upon.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce, with adult and child barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Safer Recruitment & People Management (online); Raising Awareness of Domestic Abuse (online); Leadership; PSO Induction.

- Other induction and training: Diocesan safeguarding induction; parish safeguarding systems briefing; DBS and safer recruitment briefing; data protection and record-keeping guidance.
- Health and safety: Safeguarding concerns may overlap with health and safety, risk assessment, pastoral care and incident reporting. Concerns should be handled through the appropriate safeguarding route.
- Data and confidentiality: This role involves highly sensitive safeguarding and personal information. Records must be handled securely, confidentially and only shared with appropriate people through appropriate channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Volunteer Policy; Whistleblowing Policy; Complaints Policy; Health and Safety Policy; and diocesan safeguarding guidance.

Lead Recruiter

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the Vicar and Parish Safeguarding Officer, according to the nature of the recruitment process.

Usual location: St Peter's Church, North Hill, and other settings as required.

Usual frequency: As required when recruiting, appointing or reviewing leaders and volunteers.

Review: Initial check-in with the Vicar and Parish Safeguarding Officer, then annual review unless role, circumstances or needs change.

1. Why this role matters

The Lead Recruiter helps St Peter's appoint suitable people to ministry and leadership roles carefully, fairly and safely. This role matters because the church depends on faithful, trustworthy and appropriately supported people serving in roles of responsibility. Good recruitment protects those who are served, supports those who serve, and helps the church maintain a culture of care, accountability and gospel-shaped ministry.

2. What the role involves

This role normally involves:

- supporting the recruitment of leaders, helpers or volunteers as agreed with the Vicar and Parish Safeguarding Officer;
- helping ensure recruitment follows St Peter's safer recruitment arrangements;
- assisting with application forms, references, conversations, checks or records where required;
- helping make sure role descriptions and expectations are clear;
- treating applicants and potential volunteers with care, respect and fairness;
- identifying any questions, concerns or gaps in the recruitment process;
- liaising with the Safeguarding Administrator where DBS or training records are required;
- maintaining confidentiality throughout the recruitment process;
- referring any safeguarding or suitability concern to the Parish Safeguarding Officer and Vicar;
- helping ensure that recruitment decisions are not rushed or informal where a fuller process is required.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Safer Recruitment & People Management (online).

- Other induction and training: Safer recruitment induction; role description and appointment process briefing; data protection guidance; ChurchSuite or records system induction where relevant.
- Health and safety: Recruitment should take account of any role-specific health and safety requirements.
- Data and confidentiality: This role may involve access to application forms, references, DBS information, training records and suitability discussions. Information must be handled confidentially and securely.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy; Volunteer Policy; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Conflict of Interest Policy; Complaints Policy; Whistleblowing Policy.

Safeguarding Administrator

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the Parish Safeguarding Officer and Vicar.

Usual location: St Peter's Church, North Hill, and administrative settings as required.

Usual frequency: Ongoing throughout the year, as required for DBS checks, safeguarding training records, safer recruitment administration and related tasks.

Review: Initial check-in with the Parish Safeguarding Officer, then annual review unless role, circumstances or needs change.

1. Why this role matters

The Safeguarding Administrator supports the safe and careful administration of St Peter's safeguarding arrangements. This role matters because accurate records, timely DBS checks, clear training records and well-managed safer recruitment processes help protect children, young people, vulnerable adults, volunteers and the wider church. The role is mainly administrative, but it makes a significant contribution to safeguarding culture and practice.

2. What the role involves

This role normally involves:

- assisting with safeguarding administration under the oversight of the Parish Safeguarding Officer;
- helping process DBS checks and related records where required;
- maintaining or updating safeguarding training records;
- supporting safer recruitment administration;
- helping ensure records are accurate, up to date and securely stored;
- reminding individuals about DBS, training or safeguarding requirements where agreed;
- liaising with ministry leaders, volunteers and staff about administrative requirements;
- referring safeguarding questions or concerns to the Parish Safeguarding Officer rather than handling them independently;
- maintaining strict confidentiality;
- helping the Parish Safeguarding Officer and Vicar identify gaps, overdue checks or outstanding actions.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Safer Recruitment & People Management (online).
- Other induction and training: Safeguarding administration induction; DBS system induction; data protection and record-keeping briefing; ChurchSuite or other records system training where relevant.

- Health and safety: This is primarily an administrative role, but safeguarding and health and safety concerns should be referred promptly through the appropriate channels.
- Data and confidentiality: This role involves access to sensitive safeguarding, DBS, training and personal information. Information must be handled securely, confidentially and in accordance with St Peter's policies and diocesan requirements.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy; Data Protection Policy; Data Retention and Records Management Policy; Volunteer Policy; Code of Conduct; Whistleblowing Policy; Complaints Policy.

Electoral Roll Officer

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the PCC and Vicar.

Usual location: St Peter's Church, North Hill, and administrative settings as required.

Usual frequency: Ongoing as required, with particular work before the APCM and during any electoral roll revision or renewal.

Review: Annual review through PCC appointment or reappointment, and in connection with the APCM cycle.

1. Why this role matters

The Electoral Roll Officer helps St Peter's maintain an accurate electoral roll. This role matters because the electoral roll is an important record of those who belong formally to the worshipping and governance life of the parish. It supports the APCM, elections, representation and parish administration, and helps the church maintain clear and trustworthy records.

2. What the role involves

This role normally involves:

- maintaining the parish electoral roll in accordance with the relevant requirements;
- receiving, checking and processing electoral roll applications;
- helping prepare for the annual revision or periodic renewal of the electoral roll;
- liaising with the Vicar, PCC Secretary and Church Administrator about the APCM process;
- ensuring that required notices, lists or reports are prepared and made available where appropriate;
- keeping electoral roll records accurate, up to date and securely stored;
- handling personal information carefully and confidentially;
- responding to questions about electoral roll membership or process;
- reporting the electoral roll numbers as required for the APCM and parish records.

3. Appointment, requirements and support

- Decision required: Confirm this proposed standalone administrative-role mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: No DBS requirement for the Electoral Roll Officer role itself. Where the post-holder is also a PCC Member, the PCC Member requirement applies.
- Safeguarding training: No specific safeguarding training requirement for the Electoral Roll Officer role itself. Where the post-holder holds another role requiring training, the requirements of that role apply.
- Other induction and training: Electoral roll process briefing; APCM process briefing; data protection and records management guidance.

- Health and safety: This is primarily an administrative role. Any health and safety concerns arising through parish administration should be reported appropriately.
- Data and confidentiality: This role involves access to personal information including names, addresses and contact details. Records must be handled securely and in accordance with St Peter's data protection arrangements.
- Relevant policies: Data Protection Policy; Data Retention and Records Management Policy; Code of Conduct; PCC governance arrangements; Complaints Policy; and any relevant Church Representation Rules or diocesan guidance.

Church Administrator

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the Vicar.

Usual location: St Peter's Church Office, North Hill, and other church settings as required.

Usual frequency: As set out in the relevant employment arrangements.

Review: In accordance with staff supervision, appraisal and employment arrangements.

1. Why this role matters

The Church Administrator plays a central role in enabling the ministry, worship, governance and operations of St Peter's to function well. This role matters because much of church life depends on careful communication, accurate administration, reliable systems, good preparation and timely follow-up. By supporting clergy, officers, ministry leaders, volunteers, the PCC and the wider church family, the Church Administrator helps create the practical conditions in which gospel ministry can flourish.

2. What the role involves

This role normally involves:

- managing day-to-day church administration under the oversight of the Vicar;
- supporting the organisation of services, rotas, events, meetings and communications;
- administering ChurchSuite and other church systems as required;
- supporting PCC, governance, policy and compliance processes;
- liaising with volunteers, ministry leaders, church officers, hall users, contractors and members of the public;
- handling enquiries by email, phone and in person;
- supporting safeguarding, safer recruitment, DBS and training administration as agreed;
- maintaining appropriate records and filing systems;
- supporting finance, bookings, buildings, communications and operational processes as required;
- helping identify and resolve administrative or practical issues;
- handling confidential, pastoral, financial, safeguarding and personal information with care;
- working in a way that supports the mission, ministry and values of St Peter's.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Safer Recruitment & People Management (online).

- Other induction and training: Staff induction; ChurchSuite induction; safeguarding administration induction; finance and governance systems briefing; data protection training; health and safety induction; role-specific software and process training.
- Health and safety: The Church Administrator should follow St Peter's Health and Safety arrangements, report hazards, defects, accidents and near misses promptly, and support relevant administrative aspects of health and safety compliance.
- Data and confidentiality: This role involves access to a wide range of confidential and personal information, including pastoral, safeguarding, financial, staffing, volunteer and church membership information. Information must be handled securely and confidentially.
- Relevant policies: Staff Handbook where relevant; Data Protection Policy; Data Retention and Records Management Policy; Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy; Financial Policy; Health and Safety Policy; Volunteer Policy; Code of Conduct; Complaints Policy; Whistleblowing Policy; Conflict of Interest Policy.

Administrative Assistant

Ministry team / rota family: Governance and Appointed Leadership

Responsible to the Church Administrator and Vicar.

Usual location: St Peter's Church Office, North Hill, and other church settings as required.

Usual frequency: As set out in the relevant employment or role arrangements.

Review: In accordance with staff supervision, appraisal or role review arrangements.

1. Why this role matters

The Administrative Assistant helps the administration and operations of St Peter's run smoothly. This role matters because good administration supports worship, ministry, communication, governance, hospitality and pastoral care. By assisting with practical tasks, records, communications and systems, the Administrative Assistant helps the church serve people well and reduces unnecessary pressure on ministry leaders and volunteers.

2. What the role involves

This role normally involves:

- supporting the Church Administrator with day-to-day administrative tasks;
- helping with emails, phone calls, messages, records and filing;
- assisting with rotas, service preparation, events, bookings or communications as required;
- updating ChurchSuite or other records under appropriate supervision;
- supporting document preparation, printing, copying or distribution;
- helping maintain orderly administrative systems;
- liaising appropriately with volunteers, church members, visitors, contractors or hall users;
- assisting with safeguarding, finance, governance or operational administration only as authorised and trained;
- handling confidential and personal information carefully;
- reporting questions, concerns or uncertainties to the Church Administrator or Vicar.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Safer Recruitment & People Management (online).
- Other induction and training: Staff induction; ChurchSuite induction; safeguarding administration induction; finance and governance systems briefing; data protection training; health and safety induction; role-specific software and process training.

- Health and safety: The Administrative Assistant should follow St Peter's Health and Safety arrangements, report hazards, defects, accidents and near misses promptly, and support relevant administrative aspects of health and safety compliance.
- Data and confidentiality: This role involves access to a wide range of confidential and personal information, including pastoral, safeguarding, financial, staffing, volunteer and church membership information. Information must be handled securely and confidentially.
- Relevant policies: Staff Handbook where relevant; Data Protection Policy; Data Retention and Records Management Policy; Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy; Financial Policy; Health and Safety Policy; Volunteer Policy; Code of Conduct; Complaints Policy; Whistleblowing Policy; Conflict of Interest Policy.

2. Parish Ministry Roles

This section covers parish ministry roles which support the teaching, pastoral care, discipleship and small-group life of St Peter's. Some of these roles may involve formal licensing or authorisation; others are local parish ministry roles carried out under the oversight of the Vicar and PCC.

Roles in this section:

- Licensed Lay Minister
- Pastoral Assistant
- Small Group Leader
- Small Group Host

Licensed Lay Minister

Ministry team / rota family: Parish Ministry Roles

Responsible to the Vicar, and serving in accordance with the relevant diocesan licence or permission.

Usual location: St Peter's Church, North Hill, and other parish settings as agreed.

Usual frequency: As agreed with the Vicar and reflected in the ministry undertaken.

Review: Regular review with the Vicar, and in accordance with any diocesan requirements.

1. Why this role matters

The Licensed Lay Minister serves St Peter's through licensed or authorised lay ministry in preaching, teaching, leading, pastoral care and other areas of church life as agreed with the Vicar. This role matters because Licensed Lay Ministers help build up the body of Christ, support the ministry of the Word, strengthen discipleship, and share in the pastoral and worshipping life of the parish. The role is one of recognised trust, responsibility and service.

2. What the role involves

This role normally involves:

- serving under the oversight of the Vicar and in accordance with the relevant diocesan licence or permission;
- preaching, teaching, leading services or assisting in worship as agreed;
- contributing to pastoral care, discipleship, small groups or other parish ministry where appropriate;
- preparing carefully for any preaching, teaching or leading responsibilities;
- supporting the worship, mission and ministry of St Peter's;
- working collaboratively with clergy, staff, churchwardens, PCC members and ministry leaders;
- attending meetings, training or supervision as required;
- modelling mature Christian discipleship, prayerfulness and good conduct;
- handling pastoral and personal information with appropriate confidentiality;
- raising safeguarding, pastoral, practical or doctrinal concerns through the appropriate channels.

3. Appointment, requirements and support

- DBS requirement: Overseen by Diocesan Office.
- Safeguarding training: Overseen by Diocesan Office.
- Other induction and training: Diocesan LLM training and continuing ministerial development; parish induction; safeguarding training; role-specific supervision and support from the Vicar.

- Health and safety: The Licensed Lay Minister should follow St Peter's Health and Safety arrangements and report hazards, defects, accidents and near misses promptly.
- Data and confidentiality: This role may involve access to pastoral, personal, safeguarding and ministry-related information. Information must be handled with discretion and in accordance with St Peter's data protection arrangements.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Volunteer Policy where relevant; and any relevant diocesan requirements for Licensed Lay Ministers.

Pastoral Assistant

Ministry team / rota family: Parish Ministry Roles

Responsible to the Vicar.

Usual location: St Peter's Church, North Hill, homes, care settings and other parish contexts as agreed.

Usual frequency: As agreed with the Vicar.

Review: Initial check-in with the Vicar, then annual review unless role, circumstances or needs change.

1. Why this role matters

The Pastoral Assistant helps St Peter's care for members of the church family and others connected with the parish. This role matters because pastoral care is an expression of Christ's love for his people and the church's responsibility to bear one another's burdens. The Pastoral Assistant supports the Vicar by offering appropriate care, contact, prayer, encouragement and practical support within agreed boundaries.

2. What the role involves

This role normally involves:

- providing pastoral support under the oversight of the Vicar;
- visiting, phoning or otherwise keeping in contact with people as agreed;
- offering prayer, encouragement and appropriate practical support;
- helping identify pastoral needs or concerns;
- referring significant concerns promptly to the Vicar;
- maintaining appropriate boundaries and not acting beyond the agreed scope of the role;
- keeping appropriate pastoral confidentiality while recognising that safeguarding concerns must be reported;
- being attentive to loneliness, illness, bereavement, frailty or other pastoral needs;
- supporting the church's wider pastoral ministry in a prayerful and compassionate way;
- recording or reporting pastoral information in the agreed way.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Adult & Child Workforce, with adult and child barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online); Leadership.
- Other induction and training: Pastoral care induction; safeguarding training; boundaries and confidentiality briefing; lone working / visiting briefing; role-specific support and supervision from the Vicar.

- Health and safety: Pastoral Assistants should follow St Peter's Lone Worker Policy, visiting arrangements and Health and Safety Policy where relevant, and report concerns promptly.
- Data and confidentiality: This role may involve sensitive pastoral and personal information. Confidentiality must be handled carefully, while recognising that safeguarding concerns must always be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Lone Worker Policy; Volunteer Policy; Pastoral Care guidance where applicable; Whistleblowing Policy; Complaints Policy.

Small Group Leader

Ministry team / rota family: Parish Ministry Roles

Responsible to the Vicar, or to the nominated Small Groups Ministry Area Leader where appointed.

Usual location: Homes, church buildings or online, as agreed.

Usual frequency: As arranged for the relevant small group programme.

Review: Initial check-in with the Vicar or nominated small groups coordinator, then annual review unless role, circumstances or needs change.

1. Why this role matters

The Small Group Leader helps members of St Peter's grow as disciples of Jesus through Bible study, prayer, fellowship and mutual encouragement. This role matters because small groups are an important setting for applying God's Word, deepening relationships, supporting one another, and encouraging faithful Christian living. The Small Group Leader serves by helping the group remain rooted in Scripture, prayerful, welcoming and connected to the wider life of the church.

2. What the role involves

This role normally involves:

- preparing for and leading small group sessions;
- helping the group engage carefully and practically with the Bible;
- encouraging prayer, fellowship, honesty and mutual care within the group;
- helping create a welcoming and respectful atmosphere;
- keeping discussion focused, constructive and pastorally appropriate;
- encouraging members to participate without pressuring them;
- liaising with the Vicar or small groups coordinator about the agreed programme or materials;
- being alert to pastoral or safeguarding concerns and reporting them appropriately;
- maintaining appropriate confidentiality within the group;
- helping the group remain connected to the wider worship, mission and ministry of St Peter's;
- working with the Small Group Host where the group meets in someone's home.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).

- Other induction and training: Small group leader induction; Bible study materials briefing; safeguarding and pastoral boundaries briefing; ongoing support from the Vicar or small groups coordinator.
- Health and safety: Small Group Leaders should be attentive to safe and appropriate meeting arrangements, including access, hospitality, illness, emergency arrangements and any risks arising from the venue.
- Data and confidentiality: This role may involve access to contact details and pastoral information. Information shared within the group should be handled with appropriate confidentiality, except where safeguarding or serious pastoral concerns need to be reported.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Lone Worker Policy where relevant; Volunteer Policy; Pastoral Care guidance where applicable.

Small Group Host

Ministry team / rota family: Parish Ministry Roles

Responsible to the Vicar, or to the nominated Small Groups Ministry Area Leader where appointed.

Usual location: The host's home or another agreed venue.

Usual frequency: As arranged for the relevant small group programme.

Review: Initial check-in with the Vicar or nominated small groups coordinator, then annual review unless role, circumstances or needs change.

1. Why this role matters

The Small Group Host helps make small group ministry possible by providing a welcoming and suitable place for people to meet. This role matters because hospitality is a practical expression of Christian love and fellowship. A warm, safe and hospitable setting helps people feel welcome, enables Bible study and prayer to happen well, and supports the discipleship and care of the church family.

2. What the role involves

This role normally involves:

- providing a suitable space for the small group to meet;
- welcoming group members warmly and helping newcomers feel at ease;
- working with the Small Group Leader so that the meeting can run smoothly;
- ensuring that the space is reasonably safe, accessible and appropriate for those attending;
- providing or coordinating refreshments where agreed;
- being attentive to practical needs such as seating, heating, lighting and access to toilets;
- helping maintain appropriate boundaries and confidentiality;
- being aware of any health and safety, safeguarding or pastoral concerns and raising them appropriately;
- communicating with the Small Group Leader about any practical limitations or changes;
- helping the group feel hospitable, settled and connected.

3. Appointment, requirements and support

- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Host briefing; safeguarding and pastoral boundaries briefing; health and safety awareness; data protection and confidentiality guidance where relevant.

- Health and safety: Hosts should ensure that the meeting space is reasonably safe and should raise any access, fire, trip, illness, allergy or other practical concerns with the Small Group Leader, small groups coordinator or Vicar.
- Data and confidentiality: This role may involve access to contact details and personal or pastoral information. Information should be handled with appropriate confidentiality, except where safeguarding or serious pastoral concerns need to be reported.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Lone Worker Policy where relevant; Volunteer Policy; Pastoral Care guidance where applicable.

3. 10:30am Service Leadership

The 10:30am service is the main gathered act of worship at St Peter's each Sunday. The Service Leadership Team helps the congregation to hear God's Word, respond in prayer and praise, and worship together in an ordered, warm and edifying way.

These roles are not merely functional or up-front tasks. They help shape the spiritual tone of the service and enable the whole church family, including newcomers and visitors, to engage with the gospel of Jesus Christ.

Roles in this section:

- Service Leader
- Preacher
- President
- Bible Reading
- Leading Intercessions
- Communion Steward
- Communion Assistant (chalice)

Service Leader

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Service Leader helps the congregation worship together in a way that is clear, warm, ordered and centred on Christ. This role matters because the way a service is led shapes how people are welcomed, how the different elements of the service fit together, and how readily the congregation can engage with God's Word, prayer, praise and one another. The Service Leader serves the whole church by guiding the service with clarity, reverence, warmth and pastoral sensitivity.

2. What the role involves

This role normally involves:

- leading the service under the authority of the Vicar;
- welcoming the congregation, newcomers and visitors at the start of the service;
- explaining the shape of the service clearly, especially where this will help newcomers or those unfamiliar with St Peter's;
- introducing different parts of the service in a way that helps people engage thoughtfully and prayerfully;
- coordinating with the Preacher, Bible Reader, person leading intercessions, Communion Steward, Music & Tech Team, and others serving that day;
- ensuring the service runs smoothly, including keeping an appropriate eye on timing;
- leading the Team Prayer Meeting before the service when required;
- responding calmly and appropriately to any unexpected practical issues during the service;
- helping to set a tone that is warm, worshipful, gospel-centred and pastorally attentive.

3. Appointment, requirements and support

- Decision required: Confirm this proposed recognised-leadership mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: Basic DBS Check, unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.

- Safeguarding training: Basic Awareness (online); Foundation (online), unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.
- Other induction and training: Role-specific briefing from the Vicar or nominated Ministry Area Leader; practical service-leading guidance; ChurchSuite rota induction where relevant; briefing on emergency arrangements, safeguarding reporting routes and handling unexpected pastoral or practical issues during a service.
- Health and safety: Service Leaders should be aware of basic service-related health and safety arrangements, including evacuation, accidents, medical emergencies, trip hazards, crowd movement and how to summon help.
- Data and confidentiality: This role may involve ordinary rota information and occasional pastoral or sensitive information. Personal or pastoral information must be handled with discretion, and safeguarding concerns must be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; Lone Worker Policy where relevant.

Preacher

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Preaching is central to the life and ministry of St Peter's, because through the faithful preaching of God's Word the church is called to hear Christ, trust him, follow him, and be built up in faith. This is a significant spiritual responsibility. The preacher serves the congregation by preparing and delivering sermons that are Christ-centred, faithful to Scripture, clear, prayerful, and pastorally applied to the life of God's people.

2. What the role involves

This role normally involves:

- preparing prayerfully and carefully from the Bible passage set for the service;
- preaching a Christ-centred sermon that is faithful to Scripture and appropriate to the congregation;
- seeking to explain, apply and proclaim God's Word in a way that builds up the church;
- liaising with the Vicar and/or Service Leader about the passage, service theme, timing and any practical arrangements;
- reviewing the service sheet and order of service in advance where provided;
- arriving in good time for any pre-service briefing or Team Prayer Meeting;
- speaking clearly and audibly so that the congregation can hear and engage;
- keeping within the agreed time and character of the service;
- serving under the authority of the Vicar, or in accordance with any relevant bishop's licence or authorisation.

3. Appointment, requirements and support

- Decision required: Confirm this proposed mapping for locally authorised preachers who are not covered by diocesan clergy or licensed lay-ministry arrangements.
- DBS requirement: Basic DBS Check for a regular locally authorised preacher who is not covered by diocesan clergy or licensed lay-ministry arrangements. No separate parish DBS requirement where diocesan arrangements apply.

- Safeguarding training: Basic Awareness (online); Foundation (online) for a regular locally authorised preacher who is not covered by diocesan arrangements. Diocesan requirements apply to clergy and licensed or authorised lay ministers.
- Other induction and training: Preaching oversight and authorisation by the Vicar; sermon preparation support where appropriate; briefing on doctrine, parish ethos, service pattern, timing, safeguarding reporting routes and use of livestream/recording where relevant.
- Health and safety: The role is primarily teaching and worship-related, but the Preacher should be aware of basic emergency and safeguarding reporting arrangements during services.
- Data and confidentiality: This role may involve pastoral sensitivity, especially where sermons touch on personal, traumatic, safeguarding or controversial matters. Confidential or identifying information must not be used in preaching without proper permission and pastoral judgement.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Data Protection Policy; Volunteer Policy where relevant; Welcome, Dignity and Fair Treatment Policy; and any relevant diocesan or Church of England requirements.

President

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The President presides at Holy Communion, leading the congregation in the Church's celebration of the Lord's Supper. This role matters because Holy Communion is a central act of Christian worship, in which God's people remember Christ's death, receive the signs of his grace, and are strengthened in faith. The President serves the congregation by leading this part of the service with reverence, clarity, gospel confidence and pastoral care, so that people are helped to worship appropriately and receive communion in good order.

2. What the role involves

This role normally involves:

- presiding at Holy Communion as an ordained minister of the Church of England;
- leading the communion part of the service in accordance with the authorised liturgy and the agreed order of service;
- working with the Service Leader, Preacher, Communion Steward and Communion Assistants so that the service flows smoothly;
- ensuring that the administration of bread and wine is handled reverently, clearly and pastorally;
- giving appropriate direction to Communion Assistants and the Communion Steward before and during the administration;
- helping the congregation understand what is happening, especially where newcomers or those unfamiliar with Holy Communion may be present;
- responding pastorally and calmly to any unexpected issues during the administration of communion;
- supporting the overall tone of the service so that worship is Christ-centred, orderly, reverent and accessible.

3. Appointment, requirements and support

- DBS requirement: Overseen by Diocesan Office.
- Safeguarding training: Overseen by Diocesan Office.

- Other induction and training: Diocesan clergy requirements; parish liturgical and local practice briefing; service-specific coordination with the Vicar, Service Leader, Communion Steward and Communion Assistants.
- Health and safety: The President should be attentive to the safe and reverent administration of Holy Communion, including movement around the communion area, hygiene, illness, allergies where known, and any pastoral or practical issues arising during the administration.
- Data and confidentiality: This role may involve pastoral, personal or safeguarding information. Information must be handled with discretion and in accordance with St Peter's data protection and safeguarding arrangements.
- Relevant policies: Safeguarding Policy; Code of Conduct; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; and any relevant diocesan, canonical or liturgical requirements.

Bible Reading

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Bible Reader serves the church by reading aloud the Word of God in the gathered service. This matters because God speaks to his people through Scripture, and the public reading of the Bible is a central part of Christian worship. A clear, thoughtful and well-prepared reading helps the congregation to hear, understand and receive God's Word with reverence and attention.

2. What the role involves

This role normally involves:

- checking the Bible passage in advance of the service;
- confirming during the week that they are still able and willing to read;
- preparing the reading carefully, including any difficult names, places or phrases;
- reading clearly, audibly and at an appropriate pace;
- being aware of the appropriate introduction and response at the beginning and end of the reading;
- attending the Team Prayer Meeting at 10:00am where possible;
- coming promptly to the lectern when the reading is announced;
- reading either from the church Bible or from the printed reading sheet, as appropriate;
- helping the congregation hear the Bible as God's Word for his people.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on reading clearly in church; use of the lectern and microphone; checking the reading in advance; Team Prayer Meeting expectations where relevant. Where an under-18 serves in this role, they should do so under the supervision of the rota lead and in accordance with St Peter's arrangements for under-18 volunteers.
- Health and safety: Bible Readers should move safely to and from the lectern and should report any immediate hazards or concerns noticed during the service.

- Data and confidentiality: This role normally involves only ordinary rota contact information. Any personal or pastoral information encountered through rota communication should be handled with discretion.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy.

Leading Intercessions

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Leading intercessions is an important part of helping the congregation come before God together in prayer. This role matters because the prayers gather up the needs of the church, the world, the local community, and those who are suffering, and bring them before our heavenly Father. Well-prepared intercessions help the congregation respond to God's Word, continue thoughtfully through the service, and pray in a way that is faithful, clear, compassionate and appropriate to the occasion.

2. What the role involves

This role normally involves:

- preparing prayerfully and carefully before the service;
- leading the congregation in intercessions as part of the gathered worship of the church;
- shaping the prayers so that they are appropriate to the service, congregation and occasion;
- drawing, where helpful, on the Bible passage, sermon theme, hymns, songs and wider shape of the service;
- liaising with the Vicar if help is needed with preparing the prayers or identifying suitable matters for prayer;
- checking the service sheet carefully and responding to any request to review or confirm the wording;
- using the appropriate liturgical responses and conclusion for the type of service;
- being careful about confidentiality and not including personal or sensitive information unless it is appropriate to do so;
- speaking clearly, slowly and audibly from the lectern;
- helping the congregation pray together with reverence, confidence and pastoral sensitivity.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.

- Other induction and training: Practical briefing on preparing and leading intercessions; use of appropriate liturgical responses; confidentiality and pastoral sensitivity; use of the lectern and microphone. Where an under-18 serves in this role, they should do so under the supervision of the rota lead and in accordance with St Peter's arrangements for under-18 volunteers.
- Health and safety: The role is low physical risk, but those leading intercessions should be aware of basic service arrangements and report any immediate concerns noticed during the service.
- Data and confidentiality: Care must be taken not to include personal, medical, pastoral, safeguarding or sensitive information in public prayers unless it is appropriate and permission has been given where needed. Safeguarding concerns must not be disclosed publicly and must be reported through the proper channels.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Safeguarding Policy; Data Protection Policy; Health and Safety Policy.

Communion Steward

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Communion Steward helps ensure that the administration of Holy Communion is reverent, orderly and practically well-supported. This role matters because the Lord's Supper is a central part of Christian worship, and careful practical preparation enables the President and congregation to focus on Christ and receive communion appropriately. By preparing the bread and wine, stewarding the congregation during the administration, and ensuring the communion vessels are safely cleared away afterwards, the Communion Steward serves the whole church family in a quiet but significant way.

2. What the role involves

This role normally involves:

- liaising with the President before and during the service so that the communion part of the service runs smoothly;
- preparing the bread and wine before the service;
- placing the bread, wine, vessels and linen appropriately on the Communion Table;
- standing in the appropriate place during the administration of communion;
- encouraging and directing people to come forward to receive communion in an orderly way;
- noting anyone who needs to receive communion in the pew and letting the President know at the appropriate point;
- helping maintain a steady and unhurried flow of communicants during the administration;
- keeping a count of communicants and entering the number in the service register;
- clearing away the bread, wine, vessels and linen after the service;
- ensuring that communion silver and other items are returned safely and placed under lock and key;
- raising any practical concerns with the President, Vicar or Ministry Area Leader (MAL) as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the Communion Steward role itself.
- Safeguarding training: Basic Awareness (online); Foundation (online).
- Other induction and training: Practical communion preparation and stewarding briefing; hygiene expectations; safe handling and storage of communion vessels and silver; local practice briefing from the Vicar, President or nominated Ministry Area Leader.
- Health and safety: Communion Stewards should be attentive to safe movement around the communion area, spillages, trip risks, hygiene, illness, allergies where known, and the safe storage of communion items.
- Data and confidentiality: This role may involve awareness of who receives communion, who receives in the pew, and occasional pastoral sensitivity. Such information should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Safeguarding Policy; Data Protection Policy; Financial Policy or property/security guidance where relevant.

Communion Assistant (chalice)

Ministry team / rota family: 10:30am Service Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Communion Assistant helps the administration of Holy Communion to take place reverently, smoothly and in good order. This role supports the President and Communion Steward by assisting with the distribution of wine, enabling the congregation to receive communion in a way that is clear, unhurried and worshipful.

2. What the role involves

This role normally involves:

- coming to the front at the agreed point, usually during the Prayer of Humble Access;
- being ready to assist the President during the administration of communion;
- administering the wine to communicants as they come forward;
- using the agreed words of administration;
- following the direction of the President and Communion Steward;
- returning the chalice and purificator to the President at the end of the administration;
- serving reverently, calmly and attentively throughout.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online); Foundation (online).
- Other induction and training: Practical briefing on administering the chalice; authorised words of administration; hygiene; reverence; coordination with the President and Communion Steward.
- Health and safety: Communion Assistants should be attentive to hygiene, spillages, safe movement around the communion area, illness, allergies where known, and the needs of those receiving communion.
- Data and confidentiality: This role may involve incidental awareness of who receives communion and any particular needs at the rail or in the pews. Such information should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Safeguarding Policy; Data Protection Policy.

4. 9:00am BCP HC Leadership

The 9:00am BCP Holy Communion service provides a quieter and more traditional opportunity for worship, prayer, Scripture, preaching and the Lord's Supper. Those who lead and serve in this context help sustain a faithful pattern of Anglican worship and pastoral care within the life of St Peter's. The roles in this team require reverence, clarity, reliability and attentiveness to the particular character of the Book of Common Prayer service.

Roles in this section:

- Service Leader;
- Preacher;
- President

Service Leader

Ministry team / rota family: 9:00am BCP HC Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Service Leader helps the congregation worship together in a way that is clear, warm, ordered and centred on Christ. This role matters because the way a service is led shapes how people are welcomed, how the different elements of the service fit together, and how readily the congregation can engage with God's Word, prayer, praise and one another. The Service Leader serves the whole church by guiding the service with clarity, reverence, warmth and pastoral sensitivity.

2. What the role involves

This role normally involves:

- leading the service under the authority of the Vicar;
- welcoming the congregation, newcomers and visitors at the start of the service;
- explaining the shape of the service clearly, especially where this will help newcomers or those unfamiliar with St Peter's;
- introducing different parts of the service in a way that helps people engage thoughtfully and prayerfully;
- coordinating with the Preacher, Bible Reader, person leading intercessions, Communion Steward, Music & Tech Team, and others serving that day;
- ensuring the service runs smoothly, including keeping an appropriate eye on timing;
- leading the Team Prayer Meeting before the service when required;
- responding calmly and appropriately to any unexpected practical issues during the service;
- helping to set a tone that is warm, worshipful, gospel-centred and pastorally attentive.

3. Appointment, requirements and support

- Decision required: Confirm this proposed recognised-leadership mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: Basic DBS Check, unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.

- Safeguarding training: Basic Awareness (online); Foundation (online), unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.
- Other induction and training: Role-specific briefing from the Vicar or nominated Ministry Area Leader; practical briefing on the 9:00am BCP Holy Communion service; familiarity with the Book of Common Prayer order of service; briefing on emergency arrangements, safeguarding reporting routes and handling unexpected pastoral or practical issues during the service.
- Health and safety: Service Leaders should be aware of basic service-related health and safety arrangements, including evacuation, accidents, medical emergencies, trip hazards, movement around the chancel and communion area, and how to summon help.
- Data and confidentiality: This role may involve ordinary rota information and occasional pastoral or sensitive information. Personal or pastoral information must be handled with discretion, and safeguarding concerns must be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; Lone Worker Policy where relevant.

Preacher

Ministry team / rota family: 9:00am BCP HC Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Preaching is central to the life and ministry of St Peter's, because through the faithful preaching of God's Word the church is called to hear Christ, trust him, follow him, and be built up in faith. This is a significant spiritual responsibility. The preacher serves the congregation by preparing and delivering sermons that are Christ-centred, faithful to Scripture, clear, prayerful, and pastorally applied to the life of God's people.

2. What the role involves

This role normally involves:

- preparing prayerfully and carefully from the Bible passage set for the service;
- preaching a Christ-centred sermon that is faithful to Scripture and appropriate to the congregation;
- seeking to explain, apply and proclaim God's Word in a way that builds up the church;
- liaising with the Vicar and/or Service Leader about the passage, service theme, timing and any practical arrangements;
- reviewing the service sheet and order of service in advance where provided;
- arriving in good time for any pre-service briefing or Team Prayer Meeting;
- speaking clearly and audibly so that the congregation can hear and engage;
- keeping within the agreed time and character of the service;
- serving under the authority of the Vicar, or in accordance with any relevant bishop's licence or authorisation.

3. Appointment, requirements and support

- Decision required: Confirm this proposed recognised-leadership mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: Basic DBS Check, unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.
- Safeguarding training: Basic Awareness (online); Foundation (online), unless the person is covered by diocesan clergy or licensed lay-ministry arrangements.

- Other induction and training: Preaching oversight and authorisation by the Vicar; sermon preparation support where appropriate; briefing on doctrine, parish ethos, BCP service pattern, timing, safeguarding reporting routes and use of livestream/recording where relevant.
- Health and safety: The role is primarily teaching and worship-related, but the Preacher should be aware of basic emergency and safeguarding reporting arrangements during services.
- Data and confidentiality: This role may involve pastoral sensitivity, especially where sermons touch on personal, traumatic, safeguarding or controversial matters. Confidential or identifying information must not be used in preaching without proper permission and pastoral judgement.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Data Protection Policy; Volunteer Policy where relevant; Welcome, Dignity and Fair Treatment Policy; and any relevant diocesan or Church of England requirements.

President

Ministry team / rota family: 9:00am BCP HC Leadership

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The President presides at Holy Communion, leading the congregation in the Church's celebration of the Lord's Supper. This role matters because Holy Communion is a central act of Christian worship, in which God's people remember Christ's death, receive the signs of his grace, and are strengthened in faith. The President serves the congregation by leading this part of the service with reverence, clarity, gospel confidence and pastoral care, so that people are helped to worship appropriately and receive communion in good order.

2. What the role involves

This role normally involves:

- presiding at Holy Communion as an ordained minister of the Church of England;
- leading the communion part of the service in accordance with the authorised liturgy and the agreed order of service;
- working with the Service Leader, Preacher, Communion Steward and Communion Assistants so that the service flows smoothly;
- ensuring that the administration of bread and wine is handled reverently, clearly and pastorally;
- giving appropriate direction to Communion Assistants and the Communion Steward before and during the administration;
- helping the congregation understand what is happening, especially where newcomers or those unfamiliar with Holy Communion may be present;
- responding pastorally and calmly to any unexpected issues during the administration of communion;
- supporting the overall tone of the service so that worship is Christ-centred, orderly, reverent and accessible.

3. Appointment, requirements and support

- DBS requirement: Overseen by Diocesan Office.
- Safeguarding training: Overseen by Diocesan Office.

- Other induction and training: Diocesan clergy requirements; parish liturgical and local practice briefing; familiarity with the Book of Common Prayer order of service; service-specific coordination with the Vicar, Service Leader and any person assisting with communion arrangements.
- Health and safety: The President should be attentive to the safe and reverent administration of Holy Communion, including movement around the communion area, hygiene, illness, allergies where known, and any pastoral or practical issues arising during the administration.
- Data and confidentiality: This role may involve pastoral, personal or safeguarding information. Information must be handled with discretion and in accordance with St Peter's data protection and safeguarding arrangements.
- Relevant policies: Safeguarding Policy; Code of Conduct; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; and any relevant diocesan, canonical or liturgical requirements.

5. Catering (10:30am)

The Catering Team enables St Peter's to offer generous and practical hospitality. Refreshments after services and events help newcomers feel welcome, encourage people to stay and talk, and support the fellowship of the church family. Much of this ministry happens behind the scenes, but it makes a significant contribution to the warmth, welcome and "feel" of church life. The team serves by combining quiet efficiency, good hygiene, practical care and joyful hospitality.

Roles in this section:

- Kitchen;
- Server;
- Set-up (from 9:30am)

Kitchen

Ministry team / rota family: Catering (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Kitchen role helps St Peter's offer warm and practical hospitality after the service. Tea, coffee and refreshments are not just a pleasant extra: they help newcomers and visitors feel welcome, encourage people to stay rather than leave immediately, and create space for conversation, fellowship and informal ministry after the service. This role serves the church by making sure refreshments are ready promptly, safely and hospitably.

2. What the role involves

This role normally involves:

- checking before or during the service that the refreshments have been set up and that everything needed is ready;
- going through to the kitchen towards the end of the service, usually during the final hymn or at the agreed point;
- preparing tea and coffee so that trays are ready for the servers to collect as soon as the service ends;
- pouring tea and coffee onto trays for distribution in the pews;
- preparing additional tea, coffee or other refreshments as needed;
- ensuring that at least one person remains in or near the kitchen while refreshments are being prepared and served;
- helping ensure that children do not enter the kitchen during the preparation or serving of refreshments;
- serving anyone who comes to the hatch for additional drinks, milk, juice or other items;
- clearing up after refreshments have been served;
- washing up, cleaning equipment and leaving the kitchen clean, tidy and ready for the next users;
- reporting low supplies, equipment problems or other concerns to the Church Administrator (07947 136 048).

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.

- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical kitchen induction; briefing on St Peter's Food Hygiene Policy; hot drinks safety; allergies and dietary requirements; safe use of kettle, urn, coffee machine, dishwasher and kitchen equipment; cleaning and closing-down arrangements; ChurchSuite rota induction where relevant. Under-18 volunteers must serve under the supervision of the rota lead and must not be given independent keyholding, cash-handling or safeguarding responsibility.
- Health and safety: This role involves hot liquids, food handling, kitchen equipment, possible slips, spillages, manual handling and movement between kitchen and church. Those serving should follow the Food Hygiene Policy and Health and Safety Policy, keep children out of the kitchen unless specifically authorised and supervised, report hazards promptly, and take particular care when preparing or moving hot drinks.
- Data and confidentiality: This role normally involves only ordinary rota contact information. Any personal information, dietary information, allergy information or pastoral information encountered through the role should be handled discreetly and only shared where needed.
- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Manual Handling Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Server

Ministry team / rota family: Catering (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Server role helps St Peter's offer refreshments promptly and hospitably after the service. This matters because the first few moments after the service often shape whether newcomers, visitors and regulars stay to talk or begin to leave. By taking tea, coffee and biscuits to people in the pews, servers help create a welcoming atmosphere and encourage the conversations, fellowship and informal ministry that happen after worship.

2. What the role involves

This role normally involves:

- going to the hatch as soon as the service ends;
- collecting trays of tea, coffee, biscuits or other refreshments from the hatch;
- taking the trays round to people in the pews;
- starting at the front and working towards the back, to help people see the trays coming and reduce the risk of spillages;
- returning to the hatch for refills where needed;
- serving with care, patience and a hospitable manner;
- collecting empty cups, trays, rubbish or used items a few minutes later where possible;
- helping ensure the church is left tidy after refreshments;
- reporting any spills, breakages or practical concerns to the Kitchen team or Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on serving refreshments safely; hot drinks safety; serving in pews; allergy awareness; what to do if someone spills a drink, becomes unwell or raises a concern; ChurchSuite rota induction where relevant. Under-18 volunteers must serve under the supervision of the rota lead and must not be given independent keyholding, cash-handling or safeguarding responsibility.

- Health and safety: This role involves carrying and serving hot drinks, moving through the church while people are standing or seated, and being aware of children, older people, visitors and those with mobility needs. Servers should move carefully, avoid overloading trays, respond promptly to spillages, and report accidents, near misses or hazards.
- Data and confidentiality: This role normally involves only ordinary rota contact information. Any personal, pastoral, dietary or allergy information encountered through the role should be handled discreetly.
- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Manual Handling Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Set-up (from 9:30am)

Ministry team / rota family: Catering (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Set-up role helps ensure that refreshments are prepared and ready before the service begins. This matters because careful advance preparation enables the Kitchen team and Servers to provide refreshments promptly and hospitably after the service. By setting out the necessary equipment and supplies safely and in good time, this role helps the catering ministry run smoothly without distracting from the service itself.

2. What the role involves

This role normally involves:

- arriving by 9.30am, or at the time agreed on the rota;
- checking that the kitchen and refreshments area are clean and ready for use;
- setting out cups, trays, biscuits, milk, sugar and other supplies needed after the service;
- preparing the coffee machine, kettles, urn or other equipment as required;
- ensuring that sufficient tea, coffee and other refreshments are available;
- setting out trays and serving equipment safely and conveniently;
- checking supplies and reporting anything that is running low;
- avoiding creating trip hazards or obstructing access routes;
- leaving the kitchen ready for the Kitchen team to take over later in the service;
- reporting any equipment, hygiene or safety concern to the Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on setting up refreshments; safe layout of tables, trays and equipment; hot drinks preparation where relevant; food hygiene basics; allergy awareness; safe storage of supplies; ChurchSuite rota induction where relevant. Under-18 volunteers must serve under the supervision of the rota lead and must not be given independent keyholding, cash-handling or safeguarding responsibility.

- Health and safety: This role may involve lifting, carrying, setting out tables or trays, using kitchen equipment, moving between church and kitchen, and preparing refreshments before others arrive. Those setting up should follow the Food Hygiene Policy, Manual Handling Policy and Health and Safety Policy, avoid creating trip hazards, and report defects, spillages, accidents or near misses promptly.
- Data and confidentiality: This role normally involves only ordinary rota contact information. Any personal, pastoral, dietary or allergy information encountered through the role should be handled discreetly.
- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Manual Handling Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

6. Housekeeping (10:30am)

The Housekeeping Team helps ensure that services and church activities run smoothly, safely and well. These roles include opening buildings, preparing spaces, counting attendance, looking after collections, tidying up, and securing the church and hall afterwards. Much of this work is unseen, but it enables the congregation to focus on worshipping the Lord and ministering to one another. The team serves by making sure that the practical foundations of church life are in place.

Roles in this section:

- Service Warden;
- Steward;
- Unlock Church;
- Lock Church;
- Tidy-up Church;
- Clean & Tidy Church Hall;
- Clock Winding;
- Record Congregation Count;
- Count & Verify Collection

Service Warden

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Service Warden helps ensure that the practical side of the service runs smoothly, safely and well. This matters because, while the Vicar and/or Service Leader are focused on leading worship, someone needs to carry responsibility for practical issues in and around the congregation. The Service Warden serves the church by being alert, welcoming and ready to troubleshoot, so that others can worship, listen, pray and minister to one another without unnecessary distraction.

2. What the role involves

This role normally involves:

- being on site by 10:00am and checking that all is well before the service begins;
- attending the Team Prayer Meeting and contributing anything practical that needs to be clarified before the service;
- being the main practical point of responsibility during the service;
- keeping an appropriate eye on the door, congregation, children moving in and out, and any practical issues that arise;
- welcoming and assisting latecomers, newcomers, visitors or anyone who appears unsure where to go;
- responding calmly to immediate needs, such as someone needing water, assistance, directions, or help with access to toilets;
- acting as a troubleshooter if something unexpected happens during the service;
- carrying appropriate authority on the day where a practical issue needs to be addressed;
- being ready to act firmly and appropriately if there is a serious disruption, safety concern or safeguarding issue;
- remaining available for around 10-15 minutes after the service in case of immediate practical issues;
- handing over any significant concern to the Vicar, churchwardens or Church Administrator as appropriate;
- staying for lock-up only if also rotaed for a lock-up role.

3. Appointment, requirements and support

- Decision required: Confirm this proposed first-response and referral mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical briefing on service arrangements; welcoming and stewarding; emergency procedures; evacuation arrangements; accident and incident reporting; safeguarding reporting routes; ChurchSuite rota induction where relevant.
- Health and safety: Service Wardens should be attentive to the safety and good order of the congregation before, during and after the service, including access, trip hazards, seating, fire exits, medical incidents, evacuation, crowd movement, and the needs of children, older people, visitors and those with mobility needs.
- Data and confidentiality: This role may involve ordinary rota contact information and occasional personal or pastoral information. Any such information should be handled discreetly, and safeguarding concerns must be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Health and Safety Policy; Volunteer Policy where relevant; Data Protection Policy; Lone Worker Policy where relevant.

Steward

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Steward helps with the practical care and smooth running of the service. This matters because a church service depends not only on what happens at the front, but also on people being welcomed, guided, assisted and looked after throughout. The Steward serves the congregation by being alert, approachable and ready to help with practical needs, so that others can worship and participate without unnecessary distraction.

2. What the role involves

This role normally involves:

- assisting the churchwarden before, during and after the service;
- helping to welcome newcomers, visitors, latecomers or anyone who appears unsure where to go;
- being attentive to practical needs in the congregation;
- helping with directions, seating, access to toilets, water, or other immediate practical matters;
- supporting the safe and orderly movement of people, including children and families where appropriate;
- alerting the Service Warden to any concern, disruption, safeguarding issue, accident, illness or practical problem;
- responding calmly and helpfully to minor issues as they arise;
- remaining within the authority and direction of the Service Warden, Vicar or Service Leader;
- helping the service run smoothly without drawing unnecessary attention to the role.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on welcoming, seating, service arrangements, emergency procedures, evacuation, handling visitors' questions, safeguarding reporting routes and ChurchSuite rota arrangements where relevant.

- Health and safety: Stewards should be aware of fire exits, trip hazards, access needs, emergency arrangements, accident reporting and the safe movement of people around the building. Concerns should be reported promptly to the Service Warden, Churchwarden, Vicar or Church Administrator as appropriate.
- Data and confidentiality: This role normally involves ordinary rota contact information and incidental personal information. Any pastoral or personal information encountered through welcoming or stewarding should be handled discreetly.
- Relevant policies: Safeguarding Policy; Code of Conduct; Health and Safety Policy; Volunteer Policy where relevant; Data Protection Policy; Welcome, Dignity and Fair Treatment Policy.

Unlock Church

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Unlock Church role helps ensure that the church building is open, accessible and ready for those who need to arrive before the service. This matters because musicians, service leaders, catering team members, SPK leaders and helpers, and others need timely access in order to prepare well. At the same time, opening the building needs to be done carefully, with proper attention to security, especially if the person unlocking is the only person on site.

2. What the role involves

This role normally involves:

- arriving in time to ensure that access to the church is available for those coming to rehearse, prepare or set up;
- unlocking and opening the North Hill churchyard gate first;
- unlocking and opening the West Door;
- turning on the lights needed for safe access and preparation;
- unlocking the South Door, the disabled-access route, and the gate onto the High Street;
- taking care not to leave the building unattended while opening or checking the South Door / High Street access;
- unlocking the vestry where needed, so that others can access keys, equipment or service materials;
- keeping security in mind throughout, especially if alone on site;
- not leaving doors wide open if unable to supervise the building or entrances;
- making a quick check that all is well in the toilets and kitchen;
- checking whether any clean-up is needed around the North Hill or High Street access points;
- reporting any security, maintenance, cleaning, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.

- Other induction and training: Keyholding briefing; building opening procedure; alarm/security arrangements where relevant; fire and emergency arrangements; lone working guidance; reporting hazards, defects, accidents and concerns.
- Health and safety: This role involves entering and opening the building, often before others arrive. The person unlocking should be alert to hazards, damage, signs of forced entry, unsafe conditions, fire risks, trip hazards, heating/lighting issues and any unexpected persons or situations. Concerns should be reported promptly and the person should not put themselves at risk.
- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Lock Church

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Lock Church role helps ensure that the church building is left safe, secure and ready for its next use. This is a practical act of stewardship, protecting the building, its contents, and those who use it, while allowing the congregation to leave naturally after worship and fellowship.

2. What the role involves

This role normally involves:

- locking the church building and churchyard access points after the service;
- ensuring that those needing step-free access have left before the South Door / disabled-access route is locked;
- checking that lights are off and key areas such as the vestry, kitchen and toilets are secure;
- making a final check for any obvious cleaning, maintenance, security or pastoral concerns;
- following the Church Lock-up Checklist where available;
- reporting any concerns to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Keyholding briefing; church lock-up procedure; alarm and security arrangements where relevant; checking rooms and side spaces; lone-working guidance; fire and emergency arrangements; reporting hazards, defects and concerns.
- Health and safety: This role may involve remaining after most people have left, checking different parts of the building, securing doors and gates, and possible lone working. The person locking up should ensure that no one is inadvertently left in the building, remain alert to unexpected persons or unsafe situations, and not put themselves at risk. Hazards, damage, accidents, near misses and security concerns should be reported promptly.

- Data and confidentiality: This role may involve access to secure areas, keys, private rooms, records or personal belongings. Access must be used responsibly and only for the agreed purpose, and any personal or confidential information encountered should be handled discreetly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; and any applicable building-security or keyholding procedures.

Tidy-up Church

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Tidy-up Church role helps ensure that the church building is left clean, welcoming and ready for its next use. This is a simple but important act of practical service: after worship and fellowship, the space needs to be restored without making people feel hurried or unwelcome. Done well, this role helps St Peter's remain hospitable, orderly and well cared for.

2. What the role involves

This role normally involves:

- collecting service sheets, scrap paper, notices, cups, litter and other items left after the service;
- tidying the pews and main church areas so that the building is left clean and welcoming;
- using the dustpan and brush or Hoover where needed;
- disposing of rubbish and recycling appropriately;
- taking care not to make people feel they are being chased out of the building;
- waiting where necessary until conversations have naturally moved on before tidying a particular area;
- reporting any cleaning, maintenance or practical concerns to the Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on tidying expectations, safe moving of chairs or furniture, disposal of rubbish, handling lost property, reporting hazards or defects, and where items should be stored.
- Health and safety: This role may involve lifting, carrying, bending, moving furniture, clearing rubbish, dealing with spillages and identifying hazards. Those tidying should follow safe manual handling practice, avoid moving heavy items alone, keep exits and walkways clear, and report defects, accidents, near misses or hazards promptly.

- Data and confidentiality: This role may involve incidental access to papers, notices, personal belongings or lost property. Such items should be handled discreetly and passed to the appropriate person.
- Relevant policies: Health and Safety Policy; Manual Handling Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Clean & Tidy Church Hall

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Clean & Tidy Church Hall role helps ensure that the hall is left clean, orderly and ready for its next use after SPK has finished. This is an important act of practical service, supporting children's ministry while also caring well for the shared spaces used by the church and wider community. The sooner the tidying begins after SPK has finished, the sooner the hall can be restored and made ready for others.

2. What the role involves

This role normally involves:

- tidying the church hall after SPK has finished using the space;
- putting toys, craft materials, furniture, equipment and other items back in the correct places;
- checking cupboards and storage areas are used appropriately and left orderly;
- collecting litter, scrap paper, cups, crumbs and other items left behind;
- using the dustpan and brush, Hoover or other cleaning equipment where needed;
- disposing of rubbish and recycling appropriately;
- leaving the hall clean, tidy and ready for its next use;
- reporting any cleaning, maintenance, equipment or practical concerns to the Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on hall layout, cleaning expectations, safe use and storage of cleaning materials, waste disposal, reporting defects, safe moving of tables/chairs, and any locking or alarm arrangements where applicable. Where an under-18 assists with this role, they must work under the supervision of the rota lead, undertake only age-appropriate tasks, and must not be given independent keyholding, lone-working or building-security responsibility.

- Health and safety: This role may involve cleaning materials, spillages, lifting, carrying, moving furniture, waste, slips, trips and lone working. Those serving should follow the Health and Safety Policy, Manual Handling Policy and any COSHH-related instructions for cleaning products, and should report hazards, defects, accidents or near misses promptly.
- Data and confidentiality: This role may involve incidental access to papers, notices, personal belongings or lost property. Such items should be handled discreetly and passed to the appropriate person.
- Relevant policies: Health and Safety Policy; Manual Handling Policy; Lone Worker Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Clock Winding

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The church clock is one of the most visible features of St Peter's. Many people recognise the church as "the church with the clock", and the clock is seen from a long way off by those passing through Colchester. Keeping it working is therefore a small but significant act of public witness and practical stewardship. It helps show that St Peter's is open, cared for, and alive in the heart of the town.

2. What the role involves

This role normally involves:

- locating the appropriate keys from the vestry key cupboard;
- accessing the bell-ringing chamber carefully and safely;
- winding the church clock each week as required;
- taking appropriate care when using stairs, keys, locks and any clock mechanism;
- checking that the relevant doors and access points are locked again afterwards;
- returning keys promptly to the correct place in the vestry key cupboard;
- reporting any problems with the clock, access, keys or safety to the Vicar, churchwardens or Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on clock-winding procedure; access route; keyholding or access arrangements where relevant; working at height or restricted-access safety where relevant; emergency arrangements; reporting defects or hazards.
- Health and safety: This role may involve restricted access, stairs, height, machinery, manual handling, lone working and older building risks. The role should only be undertaken by someone who has been properly shown the safe procedure and who is physically able to do it safely. Concerns about access, equipment, slips, trips, falls or defects should be reported promptly.

- Data and confidentiality: This role may involve access to parts of the building not normally open to the public. Access should be used only for the agreed purpose and handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Manual Handling Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; building/security procedures where applicable.

Record Congregation Count

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Record Congregation Count role helps St Peter's keep an accurate record of attendance at services. This matters because the church is required to record the number of people present, including separate figures for under-16s and over-16s. Accurate congregation counts also help the Vicar, PCC and church leadership understand patterns of attendance, plan wisely, and make informed decisions about church life and ministry.

2. What the role involves

This role normally involves:

- counting the number of people present at the service;
- recording two separate figures: one for under-16s and one for over-16s;
- entering the numbers in the service register in the vestry;
- normally carrying out the count during the final hymn, once children and young people have returned from SPK;
- moving discreetly if needed in order to see around pillars or other obstructions;
- carrying out the count as unobtrusively as possible, without making people feel they are being watched or checked off;
- asking the Vicar if there is uncertainty about whether someone should be counted as under-16 or over-16;
- ensuring the register entry is completed clearly and accurately.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on how and when the count is taken, where the number is recorded, and who to inform if there is uncertainty.
- Health and safety: This role is low physical risk. The person recording the count should remain aware of safe movement around the building and report any immediate hazards noticed during the service.

- Data and confidentiality: This role records attendance numbers, not named personal data. Any incidental personal or pastoral information encountered through the role should be handled discreetly.
- Relevant policies: Data Protection Policy where relevant; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy.

Count & Verify Collection

Ministry team / rota family: Housekeeping (10:30am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Count & Verify Collection role helps St Peter's handle gifts of money carefully, honestly and in accordance with the church's financial procedures. This matters because money given to the church is entrusted for the work of gospel ministry and must be treated with proper accountability. By ensuring that loose cash is counted, checked, recorded and passed on appropriately, this role helps maintain good stewardship and confidence in the church's financial administration.

2. What the role involves

This role normally involves:

- working with another authorised person so that two people are involved in handling and counting loose cash;
- waiting until most people have left before removing the wooden collection box from the back of church;
- taking the collection through to the vestry for counting;
- counting and verifying the loose cash in accordance with St Peter's Financial Policy;
- recording the collection amount clearly in the service register;
- completing any required paperwork or record;
- ensuring the money is passed to the appropriate person for banking;
- raising any discrepancy, concern or uncertainty with the Vicar, Treasurer, Church Administrator or churchwardens as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on counting and verifying collections; dual-control procedures; recording and banking arrangements; confidentiality; reporting discrepancies; financial controls; safe handling and storage of money.
- Health and safety: This role may involve handling cash, working after services, moving to or from secure storage, and possible lone working or security risks. Counting should

normally be done in accordance with agreed financial controls, with appropriate visibility, accountability and personal safety.

- Data and confidentiality: This role may involve financial information and possibly donor-related information. Information must be handled confidentially and in accordance with St Peter's data protection and financial controls.
- Relevant policies: Financial Policy; Data Protection Policy; Data Retention and Records Management Policy; Code of Conduct; Conflict of Interest Policy; Safeguarding Policy; Volunteer Policy where relevant; Health and Safety Policy; Lone Worker Policy where relevant.

7. Housekeeping (9:00am)

The Housekeeping Team helps ensure that services and church activities run smoothly, safely and well. These roles include opening buildings, preparing spaces, counting attendance, looking after collections, tidying up, and securing the church and hall afterwards. Much of this work is unseen, but it enables the congregation to focus on worshipping the Lord and ministering to one another. The team serves by making sure that the practical foundations of church life are in place.

Roles in this section:

- 9:00 Service Warden;
- Unlock Church;
- Record Congregation Count

9:00 Service Warden

Ministry team / rota family: Housekeeping (9:00am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Service Warden helps ensure that the practical side of the service runs smoothly, safely and well. This matters because, while the Vicar and/or Service Leader are focused on leading worship, someone needs to carry responsibility for practical issues in and around the congregation. The Service Warden serves the church by being alert, welcoming and ready to troubleshoot, so that others can worship, listen, pray and minister to one another without unnecessary distraction.

2. What the role involves

This role normally involves:

- being on site by 8:20am and checking that all is well before the service begins;
- being the main practical point of responsibility during the service;
- keeping an appropriate eye on the door, congregation, and any practical issues that arise;
- welcoming and assisting latecomers, newcomers, visitors or anyone who appears unsure where to go;
- responding calmly to immediate needs, such as someone needing water, assistance, directions, or help with access to toilets;
- acting as a troubleshooter if something unexpected happens during the service;
- carrying appropriate authority on the day where a practical issue needs to be addressed;
- being ready to act firmly and appropriately if there is a serious disruption, safety concern or safeguarding issue;
- overseeing the cleaning and securing in the safe of all communion silver;
- remaining available for around 10-15 minutes after the service in case of immediate practical issues;
- handing over any significant concern to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- Decision required: Confirm this proposed first-response and referral mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical briefing on the 9:00am service pattern; opening and pre-service checks where relevant; welcoming and stewarding; emergency procedures; evacuation arrangements; accident and incident reporting; safeguarding reporting routes; use of registers or attendance records where relevant.
- Health and safety: The 9:00 Service Warden should be attentive to the safety and good order of the congregation before, during and after the service, including access, heating, lighting, trip hazards, seating, fire exits, medical incidents, evacuation, and the needs of older people, visitors and those with mobility or health needs.
- Data and confidentiality: This role may involve ordinary rota contact information and occasional personal or pastoral information. Any such information should be handled discreetly, and safeguarding concerns must be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Health and Safety Policy; Volunteer Policy where relevant; Data Protection Policy; Lone Worker Policy where relevant.

Unlock Church

Ministry team / rota family: Housekeeping (9:00am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Unlock Church role helps ensure that the church building is open, accessible and ready for those who need to arrive before the service. This matters because musicians, service leaders, catering team members, SPK leaders and helpers, and others need timely access in order to prepare well. At the same time, opening the building needs to be done carefully, with proper attention to security, especially if the person unlocking is the only person on site.

2. What the role involves

This role normally involves:

- arriving in time to ensure that access to the church is available for those coming to rehearse, prepare or set up;
- unlocking and opening the North Hill churchyard gate first;
- unlocking and opening the West Door;
- turning on the lights needed for safe access and preparation;
- unlocking the South Door, the disabled-access route, and the gate onto the High Street;
- taking care not to leave the building unattended while opening or checking the South Door / High Street access;
- unlocking the vestry where needed, so that others can access keys, equipment or service materials;
- keeping security in mind throughout, especially if alone on site;
- not leaving doors wide open if unable to supervise the building or entrances;
- making a quick check that all is well in the toilets and kitchen;
- checking whether any clean-up is needed around the North Hill or High Street access points;
- reporting any security, maintenance, cleaning, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.

- Other induction and training: Keyholding briefing; building opening procedure; alarm/security arrangements where relevant; fire and emergency arrangements; lone working guidance; reporting hazards, defects, accidents and concerns.
- Health and safety: This role involves entering and opening the building, often before others arrive. The person unlocking should be alert to hazards, damage, signs of forced entry, unsafe conditions, fire risks, trip hazards, heating/lighting issues and any unexpected persons or situations. Concerns should be reported promptly and the person should not put themselves at risk.
- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Record Congregation Count

Ministry team / rota family: Housekeeping (9:00am)

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Record Congregation Count role helps St Peter's keep an accurate record of attendance at services. This matters because the church is required to record the number of people present, including separate figures for under-16s and over-16s. Accurate congregation counts also help the Vicar, PCC and church leadership understand patterns of attendance, plan wisely, and make informed decisions about church life and ministry.

2. What the role involves

This role normally involves:

- counting the number of people present at the service;
- recording two separate figures: one for under-16s and one for over-16s;
- entering the numbers in the service register in the vestry;
- normally carrying out the count at a suitable point once those attending have arrived;
- moving discreetly if needed in order to see around pillars or other obstructions;
- carrying out the count as unobtrusively as possible, without making people feel they are being watched or checked off;
- asking the Vicar if there is uncertainty about whether someone should be counted as under-16 or over-16;
- ensuring the register entry is completed clearly and accurately.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on how and when the count is taken, where the number is recorded, and who to inform if there is uncertainty.
- Health and safety: This role is low physical risk. The person recording the count should remain aware of safe movement around the building and report any immediate hazards noticed during the service.

- Data and confidentiality: This role records attendance numbers, not named personal data. Any incidental personal or pastoral information encountered through the role should be handled discreetly.
- Relevant policies: Data Protection Policy where relevant; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy.

8. Music & Tech Ministry

The Music & Tech Team serves the church by helping the congregation to worship God in spirit and in truth. This ministry is not simply about playing instruments, singing, managing sound, changing slides or running a livestream. Done well, it helps people hear, see, sing, pray and engage more fully in the service. The team works together to support the ministry of the Word, encourage congregational participation, and point attention away from itself and towards Jesus Christ.

Roles in this section:

- Music Lead;
- Pianist / Organist;
- Singer;
- Drums;
- Tech Desk Lead (Sound);
- Projection;
- YouTube Livestream

Music Lead

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Music is an important part of the gathered worship of St Peter's, helping the congregation to praise God, respond to his Word, and encourage one another in faith. The Music Lead serves as the point person for the music on a given Sunday or service, helping the musicians and singers work together so that the congregation can worship with confidence, clarity and joy. This role matters because well-led music supports the whole service without drawing attention away from Christ.

2. What the role involves

This role normally involves:

- taking overall responsibility for the music for the service;
- liaising with the Vicar and/or Service Leader about hymns, songs, service shape and any particular requirements;
- overseeing the rehearsal before the service;
- ensuring that musicians and singers know what is expected and are ready to serve together;
- helping the music team play and sing in a way that supports congregational worship;
- liaising with the Tech Desk Lead where there are sound, microphone or other technical requirements;
- responding calmly to any practical musical issues before or during the service;
- helping ensure the music serves the congregation and fits the tone, theology and purpose of the service.

3. Appointment, requirements and support

- Decision required: Confirm this proposed children's-work mapping, reflecting that the Music Lead may supervise under-18 musicians during rehearsals without a parent present.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online).

- Other induction and training: Role-specific briefing from the Vicar or nominated Ministry Area Leader; induction to St Peter's music ministry expectations; service planning and coordination; use of ChurchSuite rotas where relevant; practical briefing on rehearsal arrangements, communication with musicians and singers, and appropriate conduct.
- Health and safety: The Music Lead should be attentive to safe use of instruments, cables, stands, microphones, electrical equipment, platform areas, access routes and rehearsal spaces. Hazards, defects, accidents and near misses should be reported promptly.
- Data and confidentiality: This role may involve access to rota information, contact details and occasional personal or pastoral information relating to musicians or service planning. Information should be handled discreetly and in accordance with St Peter's data protection arrangements.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; IT Acceptable Use Policy where relevant; Copyright / CCLI arrangements where relevant.

Pianist / Organist

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Pianist / Organist helps lead the congregation in sung worship. This matters because music enables God's people to praise him, respond to his Word, and encourage one another in faith. By playing clearly, sensitively and reliably, the Pianist / Organist supports congregational singing and helps the music serve the wider purpose of the service.

2. What the role involves

This role normally involves:

- playing the piano or organ for hymns, songs and other musical elements of the service;
- preparing the music in advance where possible;
- attending and contributing to the rehearsal before the service;
- following the direction of the Music Lead;
- playing in a way that supports and encourages congregational singing;
- responding sensitively to the pace, tone and flow of the service;
- liaising with the Music Lead, singers and other instrumentalists as needed;
- raising any practical or musical concerns with the Music Lead before the service where possible.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary public music role.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on service music, rehearsal expectations, use of piano/organ, coordination with Service Leader, Music Lead and Tech Team, ChurchSuite rota arrangements where relevant, and any copyright or music-copying requirements. Where the person is appointed as Music Lead or given responsibility for supervising under-18 musicians, the Music Lead requirements apply.
- Health and safety: This role may involve use of musical instruments, cables, pedals, stands, steps, lighting and movement around the worship area. The Pianist / Organist should report defects, hazards, accidents or near misses promptly.

- Data and confidentiality: This role normally involves ordinary rota contact information. Any personal or pastoral information encountered through service planning or team communication should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; IT Acceptable Use Policy where relevant; Copyright / CCLI arrangements where relevant.

Singer

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Singer helps lead the congregation in sung worship. This matters because confident, clear and supportive singing helps the whole church family join in praise, respond to God's Word, and encourage one another. The role is not about performance or drawing attention to the singer, but about serving the congregation so that they can sing with confidence and focus on Christ.

2. What the role involves

This role normally involves:

- arriving in good time for the rehearsal before the service;
- preparing songs or hymns in advance where possible;
- singing clearly, confidently and sensitively;
- following the direction of the Music Lead;
- helping provide a lead for the congregation without taking over;
- singing in a way that supports congregational worship rather than becoming a performance;
- working well with other singers, musicians and the Tech Desk Lead;
- raising any practical or musical concerns with the Music Lead before the service where possible.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary public music role.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on service music, rehearsal expectations, use of piano/organ, coordination with Service Leader, Music Lead and Tech Team, ChurchSuite rota arrangements where relevant, and any copyright or music-copying requirements. Where the person is appointed as Music Lead or given responsibility for supervising under-18 musicians, the Music Lead requirements apply.

- Health and safety: Singers should be attentive to safe movement around the worship area, cables, microphone stands, platform areas and any access issues. Hazards, defects, accidents and near misses should be reported promptly.
- Data and confidentiality: This role normally involves ordinary rota contact information. Any personal or pastoral information encountered through team communication should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; Safeguarding Policy.

Drums

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Drummer helps support the congregation in sung worship. This matters because rhythm can give confidence, shape and energy to the singing, helping the church family praise God together and respond to his Word. The role is not about performance or drawing attention to the drummer, but about serving the congregation and supporting the wider Music & Tech Team.

2. What the role involves

This role normally involves:

- arriving in good time for the rehearsal before the service;
- preparing songs or hymns in advance where possible;
- playing carefully, confidently and sensitively;
- following the direction of the Music Lead;
- playing in a way that supports congregational singing without taking over;
- being attentive to volume, tempo and the overall feel of the service;
- working well with other musicians, singers and the Tech Desk Lead;
- raising any practical or musical concerns with the Music Lead before the service where possible.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary public music role.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on service music, rehearsal expectations, use of piano/organ, coordination with Service Leader, Music Lead and Tech Team, ChurchSuite rota arrangements where relevant, and any copyright or music-copying requirements. Where the person is appointed as Music Lead or given responsibility for supervising under-18 musicians, the Music Lead requirements apply.
- Health and safety: This role may involve moving drums, cymbals, stands, cables and other equipment. The drummer should follow safe manual handling practice, avoid creating trip hazards, protect hearing where relevant, and report defects, hazards, accidents or near misses promptly.

- Data and confidentiality: This role normally involves ordinary rota contact information. Any personal or pastoral information encountered through team communication should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Manual Handling Policy where relevant; Data Protection Policy; Safeguarding Policy.

Tech Desk Lead (Sound)

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Tech Desk Lead helps ensure that the congregation can hear clearly and engage fully with the service. This matters because sound is essential for preaching, Bible reading, prayers, service leadership, music and participation in worship. When the sound is prepared and managed well, it supports the ministry of God's Word and helps the service run smoothly without drawing attention to the technology itself.

2. What the role involves

This role normally involves:

- taking responsibility for the sound desk before, during and after the service;
- setting up the sound system in time for the musicians' rehearsal at 9:30am;
- checking microphones, speakers, batteries, levels and any other sound requirements before the service;
- liaising with the Music Lead and Service Leader about any particular sound or microphone needs;
- managing sound levels during the service so that speech and music can be heard clearly;
- staying attentive throughout the service and responding calmly if problems arise;
- working carefully with the Projection and YouTube Livestream roles where responsibilities overlap;
- packing down the sound equipment after the service and leaving the tech desk tidy;
- reporting any faults, low supplies or equipment concerns to the Church Administrator or Ministry Area Leader (MAL).

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary Tech Desk Lead role.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical sound desk induction; microphone and PA operation; service communication procedures; safe cable management; equipment care; volume and hearing awareness; emergency arrangements; ChurchSuite rota

induction where relevant. Where an under-18 serves in this role, they must work under the oversight of a designated adult rota lead and must not have independent responsibility for safeguarding decisions, building security or account administration. Where an adult is separately appointed regularly to recruit, train or supervise under-18 tech volunteers, the safeguarding and DBS requirements for that supervisory responsibility should be assessed separately.

- Health and safety: This role involves electrical and technical equipment, cables, trip hazards, volume levels, equipment faults and movement around the tech area. The Tech Desk Lead should ensure that equipment is used safely, cables are managed appropriately, faults are reported promptly, and the tech area does not create hazards.
- Data and confidentiality: This role may involve access to rota information and service-related communication. Where sound arrangements include recordings, livestream, sensitive service content or private conversations near microphones, confidentiality and privacy must be handled carefully.
- Relevant policies: Health and Safety Policy; IT Acceptable Use Policy; IT Security Policy where relevant; Data Protection Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant.

Projection

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Projection role helps the congregation follow and engage with the service. This matters because the slides support worship, prayer, Bible reading, notices and music, and help people participate confidently, especially newcomers or those unfamiliar with the service. When projection is prepared and operated well, it supports the flow of the service without drawing attention to itself.

2. What the role involves

This role normally involves:

- setting up the church computer, projector and screen before the service;
- checking the slideshow in advance against the service sheet where possible;
- looking out for errors, missing slides or anything likely to cause confusion during the service;
- liaising with the Service Leader about any particular projection requirements;
- keeping pace with the flow of the service, especially during songs, responses and liturgy;
- being attentive throughout the service and anticipating slide changes in good time;
- working carefully with the Tech Desk Lead where sound, video or other media overlap;
- responding calmly if something goes wrong and asking for help where needed;
- packing down projection equipment after the service and leaving the tech desk tidy.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary projection role.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical projection induction; use of service presentation software; checking slides; copyright / CCLI awareness; communication with Service Leader, Music Lead and Tech Desk Lead; ChurchSuite rota arrangements where relevant.
- Health and safety: This role involves use of electrical and computer equipment, screens, cables and the tech area. The person operating projection should report equipment faults, hazards, accidents or near misses promptly.

- Data and confidentiality: Projection may involve displaying names, notices, prayer information, photographs, video or other personal data. Care must be taken not to display confidential, sensitive, safeguarding, pastoral or personal information without appropriate permission and checking.
- Relevant policies: IT Acceptable Use Policy; IT Security Policy where relevant; Data Protection Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Copyright / CCLI arrangements where relevant.

YouTube Livestream

Ministry team / rota family: Music & Tech Ministry

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The YouTube Livestream role helps those who cannot be physically present at church remain connected with the worship and life of St Peter's. This is especially important for those who are housebound, sick, away, or otherwise unable to attend in person. The livestream enables them to hear God's Word, join in the service as far as they are able, and feel that they remain part of the church family.

2. What the role involves

This role normally involves:

- setting up the phone and tripod in the agreed position before the service;
- ensuring the phone is logged into the St Peter's YouTube account and ready to livestream;
- checking that the device has sufficient battery or is connected to power;
- setting the livestream to the agreed visibility, normally unlisted;
- positioning the camera so that it covers the normal service-leading area and is not used to film the congregation;
- starting the livestream at the agreed time before the service begins;
- monitoring the livestream discreetly during the service where possible;
- ending the livestream at the end of the service;
- checking afterwards that the recording remains available as intended;
- reporting any technical, access, privacy or equipment concerns to the Church Administrator or Ministry Area Leader (MAL).

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical livestream induction; use of YouTube and streaming software; camera operation; audio feed; start/stop procedure; privacy and safeguarding briefing; consent and photography/livestream guidance; handling mistakes or unexpected incidents; ChurchSuite rota induction where relevant.

- Health and safety: This role involves use of electrical and technical equipment, cables, cameras, trip hazards and the tech area. The livestream operator should use equipment safely, report faults or hazards promptly, and avoid obstructing access routes or emergency exits.
- Data and confidentiality: This role involves particular responsibility for privacy and safeguarding because images, voices and service content may be broadcast publicly. The operator must follow St Peter's livestream, photography, safeguarding and data protection arrangements, including any arrangements for children, young people, vulnerable adults, those who should not be filmed, and any part of a service that should not be broadcast or retained.
- Relevant policies: Safeguarding Policy; Data Protection Policy; IT Acceptable Use Policy; IT Security Policy where relevant; Social Media Policy; Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Copyright / CCLI arrangements where relevant.

9. SPK Team

The SPK Team serves the children and young people of St Peter's by helping them hear, understand and respond to the good news of Jesus Christ. This ministry is carried out in partnership with parents and carers, who have the primary responsibility for bringing up their children in the discipline and instruction of the Lord. At St Peter's, we want SPK to be safe, fun and all about the gospel: safe because children are precious, fun because Christ gives life in all its fullness, and gospel-centred because the gospel is the power of God for salvation.

Roles in this section:

- SPK Welcome Manager;
- Bible Tots Leader;
- Bible Tots Helper;
- Seekers Leader;
- Seekers Helper;
- Diggers Leader;
- Diggers Helper;
- Spark Leader;
- Spark Helper;
- Unlock Hall;
- Clean & Lock Hall

SPK Welcome Manager

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The SPK Welcome Manager helps ensure that St Peter's Kids begins safely, clearly and well. This matters because the start of SPK involves welcoming children and families, recording who is present, organising registration, and making sure children are ready to move into their groups. A careful, calm and well-organised welcome helps parents and carers feel confident, helps children settle, and supports the SPK Leaders and Helpers as they begin their ministry with the children.

2. What the role involves

This role normally involves:

- overseeing the beginning of SPK on Sunday morning;
- welcoming children, parents and carers as they arrive for registration;
- ensuring that registration is completed carefully and accurately;
- helping identify which group each child should attend;
- noting any relevant information passed on by parents or carers;
- helping the registration period run calmly, safely and in good order;
- liaising with SPK Leaders and Helpers about attendance, group arrangements or any immediate concerns;
- ensuring children are ready to move to their groups at the appropriate point;
- raising any safeguarding, pastoral, medical, allergy or practical concerns through the appropriate channels;
- helping set a tone that is safe, welcoming, organised and gospel-hearted.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online); Leadership (zoom).
- Other induction and training: SPK welcome and registration induction; ChurchSuite or register process briefing; safeguarding reporting and escalation briefing; parent/carers

communication briefing; safe ratios and safe handover arrangements; emergency procedures; practical briefing from the Vicar, Children's Ministry Area Leader or nominated SPK lead.

- Health and safety: The SPK Welcome Manager should be attentive to arrival and registration arrangements, safe movement between church and hall, safe ratios, access, fire exits, medical or allergy information where relevant, accident reporting, toilet arrangements, emergency evacuation and any risks arising from children settling into groups.
- Data and confidentiality: This role may involve access to children's names, ages, parent/carer details, attendance information, visitor forms, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy where relevant; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Bible Tots Leader

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Bible Tots Leader helps the youngest children at St Peter's begin to feel safe, welcome and included in the life of the church. This role matters because even very young children can start to hear simple Bible truths, take part in age-appropriate gospel activities, and experience church as a place where they are loved, welcomed and taught about Jesus. The role also helps parents and carers feel at ease, whether they remain with their child or leave them in the care of the SPK team under the agreed arrangements.

2. What the role involves

This role normally involves:

- overseeing the Bible Tots group during SPK;
- welcoming children, parents and carers into the group;
- helping parents and carers feel comfortable and included;
- providing simple, age-appropriate gospel content for very young children;
- leading or coordinating suitable Bible-based activities, songs, play or craft;
- ensuring the group feels safe, calm, warm and welcoming;
- working with any helpers or other adults present;
- working within the agreed registration and handover arrangements, recognising that some parents or carers may remain with their children while, in other cases, children may be left in the care of the SPK team;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping leave the room tidy after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).

- Other induction and training: Bible Tots induction; safeguarding and safer working practice briefing; age-appropriate teaching and care briefing; registration and handover arrangements; safe ratios; behaviour and boundaries guidance; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.
- Health and safety: Bible Tots Leaders should be attentive to the safety of pre-school children, including safe space, toys and equipment, choking or allergy risks, toilet arrangements, parent/carer handover, slips/trips, illness, accidents, evacuation and any child-specific risk information.
- Data and confidentiality: This role may involve access to children's names, ages, parent/carer details, attendance information, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Bible Tots Helper

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Bible Tots Helper supports the youngest children at St Peter's as they begin to feel safe, welcome and included in the life of the church. This role matters because very young children benefit from a warm, settled and friendly environment in which they can take part in simple, age-appropriate gospel activities. The role also helps parents and carers feel at ease, whether they remain with their child or leave them in the care of the SPK team under the agreed arrangements.

2. What the role involves

This role normally involves:

- assisting the Bible Tots Leader during the session;
- welcoming children, parents and carers into the group;
- helping parents and carers feel comfortable and included;
- supporting simple Bible-based activities, songs, play or craft;
- helping the group feel safe, calm, warm and welcoming;
- working under the direction of the Bible Tots Leader;
- working within the agreed registration and handover arrangements, recognising that some parents or carers may remain with their children while, in other cases, children may be left in the care of the SPK team;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping tidy the room after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Bible Tots helper induction; safeguarding and safer working practice briefing; safe ratios; boundaries and visibility; age-appropriate care;

accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Bible Tots Helpers should be attentive to the safety of pre-school children, including toys and equipment, safe space, choking or allergy risks, toilet arrangements, slips/trips, illness, accidents and evacuation. Concerns should be raised promptly with the Bible Tots Leader or SPK Welcome Manager.
- Data and confidentiality: This role may involve access to children's names, parent/carer details, attendance information, medical information, allergy information or other personal data. Information must be handled discreetly and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Seekers Leader

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Seekers Leader helps children in Reception and Year 1 hear the good news of Jesus in a way that is clear, engaging and appropriate for their age. This role matters because young children are beginning to grow in their understanding of God, the Bible, prayer and church life. The Seekers Leader serves children and families by providing a safe, warm and gospel-centred group where children can learn, ask questions, take part and begin to grow as disciples of Jesus.

2. What the role involves

This role normally involves:

- preparing and leading the Seekers group during SPK;
- welcoming children into the group and helping them settle;
- providing age-appropriate Bible teaching and gospel activities;
- leading or coordinating prayer, songs, discussion, craft or activities as appropriate;
- working with the Seekers Helper and ensuring the session runs safely and calmly;
- being attentive to the needs, behaviour and wellbeing of the children;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping leave the room tidy after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Seekers induction; safeguarding and safer working practice briefing; age-appropriate Bible teaching and activity planning; registration and handover arrangements; safe ratios; behaviour and boundaries guidance; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Seekers Leaders should be attentive to the safety of children in Reception and Year 1, including safe use of rooms, activities, craft materials, toys or equipment, toilet arrangements, parent/carers handover, illness, allergies, accidents, evacuation and any child-specific risk information.
- Data and confidentiality: This role may involve access to children's names, ages, parent/carers details, attendance information, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Seekers Helper

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Seekers Helper supports children in Reception and Year 1 as they hear the good news of Jesus and take part in SPK. This role matters because young children need patient, warm and attentive support as they learn, play, listen, pray and respond. The Seekers Helper serves by assisting the Leader, helping the children engage well, and contributing to a safe, friendly and gospel-centred group.

2. What the role involves

This role normally involves:

- assisting the Seekers Leader during the session;
- welcoming children and helping them settle into the group;
- supporting Bible teaching, prayer, craft, games, songs or other activities;
- helping children listen, participate and engage appropriately;
- working under the direction of the Seekers Leader;
- being attentive to the needs, behaviour and wellbeing of the children;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping tidy the room after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Seekers helper induction; safeguarding and safer working practice briefing; safe ratios; boundaries and visibility; age-appropriate support; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Seekers Helpers should be attentive to safe space, appropriate supervision, craft or activity materials, toilet arrangements, slips/trips, illness, allergies, accidents and evacuation. Concerns should be raised promptly with the Seekers Leader or SPK Welcome Manager.
- Data and confidentiality: This role may involve access to children's names, parent/carer details, attendance information, medical information, allergy information or other personal data. Information must be handled discreetly and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Diggers Leader

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Diggers Leader helps children in School Years 2 to 5 dig into the Bible and grow in their understanding of the gospel. This role matters because children at this stage are ready to think more deeply, ask questions, make connections, and begin applying God's Word to their own lives. The Diggers Leader serves children and families by providing faithful, age-appropriate teaching in a group that is safe, engaging, prayerful and centred on Jesus.

2. What the role involves

This role normally involves:

- preparing and leading the Diggers group during SPK;
- welcoming children into the group and helping them engage;
- teaching the Bible in a clear, age-appropriate and Christ-centred way;
- leading or coordinating prayer, discussion, activities, games or craft as appropriate;
- encouraging children to ask questions and respond to God's Word;
- working with the Diggers Helper and ensuring the session runs safely and calmly;
- being attentive to the needs, behaviour and wellbeing of the children;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping leave the room tidy after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Diggers induction; safeguarding and safer working practice briefing; age-appropriate Bible teaching and activity planning; registration and

handover arrangements; safe ratios; behaviour and boundaries guidance; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Diggers Leaders should be attentive to the safety of children in Years 2 to 5, including safe use of rooms, games, craft or activity materials, toilet arrangements, parent/carer handover, illness, allergies, accidents, evacuation and any child-specific risk information.
- Data and confidentiality: This role may involve access to children's names, ages, parent/carer details, attendance information, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Diggers Helper

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Diggers Helper supports children in School Years 2 to 5 as they learn from the Bible and grow in faith. This role matters because children benefit from patient, consistent and encouraging adults who help them listen, join in, ask questions and take part. The Diggers Helper serves by assisting the Leader, supporting the children, and helping the group remain safe, welcoming and focused on the gospel.

2. What the role involves

This role normally involves:

- assisting the Diggers Leader during the session;
- welcoming children and helping them settle into the group;
- supporting Bible teaching, prayer, discussion, games, craft or other activities;
- helping children listen, participate and engage appropriately;
- encouraging children to ask questions and respond to the Bible;
- working under the direction of the Diggers Leader;
- being attentive to the needs, behaviour and wellbeing of the children;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping tidy the room after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Diggers helper induction; safeguarding and safer working practice briefing; safe ratios; boundaries and visibility; age-appropriate support;

accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Diggers Helpers should be attentive to safe space, appropriate supervision, games, craft or activity materials, toilet arrangements, slips/trips, illness, allergies, accidents and evacuation. Concerns should be raised promptly with the Diggers Leader or SPK Welcome Manager.
- Data and confidentiality: This role may involve access to children's names, parent/carer details, attendance information, medical information, allergy information or other personal data. Information must be handled discreetly and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Spark Leader

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Vestry, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Spark Leader helps young people in School Years 6 to 9 engage seriously and personally with the Bible and the Christian faith. This role matters because this is an important stage of transition, questioning, growing independence and discipleship. The Spark Leader serves young people and their families by creating a safe, thoughtful and gospel-centred setting where young people can hear God's Word, discuss it honestly, pray, and be encouraged to follow Jesus.

2. What the role involves

This role normally involves:

- preparing and leading the Spark group during SPK;
- welcoming young people and helping them engage with the session;
- teaching and applying the Bible in a clear, age-appropriate and Christ-centred way;
- encouraging discussion, questions, prayer and honest engagement with Christian faith;
- helping the group remain safe, respectful and focused;
- working with the Spark Helper and ensuring the session runs appropriately;
- being attentive to the needs, behaviour and wellbeing of the young people;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping leave the room tidy after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Spark induction; safeguarding and safer working practice briefing; age-appropriate Bible teaching and activity planning; registration and

handover arrangements; safe ratios; behaviour and boundaries guidance; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Spark Leaders should be attentive to the safety of young people, including safe space, appropriate supervision, games or activities, toilet arrangements, movement between spaces, illness, allergies, accidents, evacuation and any young-person-specific risk information.
- Data and confidentiality: This role may involve access to young people's names, ages, parent/carer details, attendance information, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Spark Helper

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Vestry, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Spark Helper supports young people in School Years 6 to 9 as they engage with the Bible and Christian faith. This role matters because young people benefit from trusted, consistent and encouraging adults who listen well, support discussion, and model what it means to follow Jesus. The Spark Helper serves by assisting the Leader, supporting the young people, and helping the group remain safe, thoughtful and gospel-centred.

2. What the role involves

This role normally involves:

- assisting the Spark Leader during the session;
- welcoming young people and helping them settle into the group;
- supporting Bible teaching, discussion, prayer, activities or other parts of the session;
- encouraging young people to listen, participate, ask questions and engage respectfully;
- working under the direction of the Spark Leader;
- being attentive to the needs, behaviour and wellbeing of the young people;
- following St Peter's safeguarding arrangements, including registration, handover and reporting procedures;
- raising any safeguarding, pastoral, practical or health and safety concerns through the appropriate channels;
- helping tidy the room after the session.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Spark helper induction; safeguarding and safer working practice briefing; safe ratios; boundaries and visibility; age-appropriate support; accident and incident reporting; emergency procedures; ChurchSuite rota induction where relevant.

- Health and safety: Spark Helpers should be attentive to safe space, appropriate supervision, games or activities, toilet arrangements, movement between spaces, illness, allergies, accidents and evacuation. Concerns should be raised promptly with the Spark Leader or SPK Welcome Manager.
- Data and confidentiality: This role may involve access to young people's names, parent/carer details, attendance information, medical information, allergy information or other personal data. Information must be handled discreetly and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Data Protection Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

Unlock Hall

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Unlock Hall role helps ensure that the church hall is open, safe and ready for those who need to use it before or during the service. This is especially important for SPK and other ministries that depend on timely access to the hall, rooms, toilets, kitchen and courtyard. By opening up carefully and checking the space before others arrive, this role helps the ministry begin smoothly and safely.

2. What the role involves

This role normally involves:

- unlocking the church hall in good time for those who need access;
- opening the relevant doors and access points, including access to the courtyard where needed;
- turning on the necessary lights;
- making a quick check of the rooms, toilets, kitchen and shared spaces to ensure there are no obvious issues;
- checking that the space is broadly ready for those using it;
- keeping security in mind, especially if alone on site;
- reporting any cleaning, maintenance, safety, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the Unlock Hall role itself. Where the person also serves in an SPK role, the SPK-role requirement applies.
- Safeguarding training: No specific safeguarding training requirement for the Unlock Hall role itself. Where the person also serves in an SPK role, the SPK-role requirement applies.
- Other induction and training: Keyholding briefing; hall opening procedure; alarm/security arrangements where relevant; pre-session safety checks; safeguarding reporting routes; fire and emergency arrangements; lone working guidance; reporting hazards, defects, accidents and concerns.

- Health and safety: This role involves entering and opening the hall, often before families or team members arrive. The person unlocking should check for hazards, damage, signs of forced entry, unsafe conditions, fire risks, trip hazards, heating/lighting issues, toilet issues and any unexpected persons or situations. Concerns should be reported promptly and the person should not put themselves at risk.
- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Clean & Lock Hall

Ministry team / rota family: SPK Team

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Clean & Lock Hall role helps ensure that the church hall is left clean, safe, secure and ready for its next users. This matters because the hall is used by SPK, church groups and others, and needs to be cared for well. The role is an important act of practical stewardship, making sure that the space is not only locked, but properly checked and left in good order.

2. What the role involves

This role normally involves:

- overseeing the cleaning and tidying of the hall after use;
- working with any helpers who are involved in clearing up;
- ensuring that rooms, toilets, kitchen and shared spaces are left clean, tidy and ready for the next users;
- checking that lights and appliances are off where appropriate;
- locking room doors and external doors as required;
- locking the North Hill gate where necessary;
- following the Hall Lock-up Checklist where available;
- reporting any cleaning, maintenance, safety, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator as appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the Clean & Lock Hall role itself. Where the person also serves in an SPK role, the SPK-role requirement applies.
- Safeguarding training: No specific safeguarding training requirement for the Unlock Hall role itself. Where the person also serves in an SPK role, the SPK-role requirement applies.
- Other induction and training: Hall closing procedure; keyholding briefing; alarm/security arrangements where relevant; safe cleaning and storage arrangements; checking rooms, toilets and side spaces before locking; accident and incident reporting; lone working guidance; reporting hazards, defects and concerns.
- Health and safety: This role may involve cleaning materials, waste, spillages, lifting, moving furniture, checking toilets or side spaces, securing doors and windows, and

possible lone working. The person cleaning and locking should ensure that no one is inadvertently left in the building, that hazards are reported, that children's ministry spaces are left safe and tidy, and that they do not put themselves at risk if an unexpected or unsafe situation arises.

- Data and confidentiality: This role may involve incidental access to registers, forms, notices, lost property, children's belongings or other personal information. Such information should be handled discreetly and passed to the appropriate person.
- Relevant policies: Health and Safety Policy; Manual Handling Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

10. Special Services

Special Services are important moments in the worshipping and public life of St Peter's. They may include seasonal services such as Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve and Christmas Day, as well as school carol services, funerals and weddings. These services often involve visitors, occasional worshippers, families, schools, or those attending at significant moments of joy, grief or reflection. Those who serve in Special Services help St Peter's offer worship that is clear, reverent, welcoming and pastorally sensitive.

Roles in this section:

- Leading;
- Preaching;
- Reading;
- Prayers;
- Communion Steward;
- Communion Assistant (chalice);
- Steward;
- Service Warden;
- Refreshments;
- Music Role;
- Tech Role;
- Unlock Church;
- Lock Church;
- Unlock Hall;
- Lock Hall

Leading

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Leading at Special Services helps the congregation, visitors and occasional worshippers engage clearly and appropriately with worship at significant moments in the church year or in people's lives. These services may include Christmas, Holy Week, funerals, weddings, school services or other occasional gatherings. The role matters because the leader helps set the tone, welcome those present, explain what is happening, and hold the service together in a way that is warm, reverent, clear and centred on Christ.

2. What the role involves

This role normally involves:

- leading the service under the authority of the Vicar;
- being familiar with the order of service, timings and any special circumstances;
- welcoming those present, including visitors and those unfamiliar with St Peter's;
- explaining the service clearly where helpful;
- coordinating with the preacher, readers, musicians, tech team, wardens, stewards and others involved;
- paying careful attention to the particular character of the service or occasion;
- being available beforehand for any briefing, rehearsal or practical clarification;
- keeping the service moving appropriately and calmly;
- responding pastorally and practically to unexpected issues where needed.

3. Appointment, requirements and support

- Decision required: Confirm this proposed recognised-leadership mapping for people not covered by diocesan clergy or licensed lay-ministry arrangements.
- DBS requirement: Basic DBS Check, unless diocesan clergy or licensed lay-ministry arrangements apply.
- Safeguarding training: Basic Awareness (online); Foundation (online), unless diocesan requirements apply.
- Other induction and training: Role-specific briefing from the Vicar or nominated Ministry Area Leader; briefing on the type of special service; order of service; pastoral

sensitivities; safeguarding reporting routes; emergency arrangements; liaison with families, visitors, funeral directors, schools, civic representatives or external participants where relevant.

- Health and safety: The person leading should be aware of service-specific health and safety issues, including visitor numbers, access, fire exits, seating, processions, candles, flowers, photography, children, older or vulnerable attenders, and emergency arrangements.
- Data and confidentiality: Special services may involve personal, pastoral, bereavement, family, school, baptism, wedding or funeral information. Such information must be handled with discretion and in accordance with St Peter's data protection and safeguarding arrangements.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Health and Safety Policy; Data Protection Policy; Data Retention and Records Management Policy; Welcome, Dignity and Fair Treatment Policy; Social Media Policy where relevant.

Preaching

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Preaching at Special Services is an opportunity to proclaim Christ and speak God's Word into particular seasons, occasions and circumstances. Those present may include regular members of St Peter's, occasional worshippers, visitors, school families, wedding or funeral guests, and others with little recent experience of church. This role matters because faithful, clear and Christ-centred preaching can help people hear the gospel with seriousness, hope and understanding.

2. What the role involves

This role normally involves:

- preparing prayerfully and carefully from the agreed Bible passage or theme;
- preaching a Christ-centred sermon appropriate to the occasion and congregation;
- being sensitive to the particular context of the service, including grief, celebration, civic significance, school involvement or seasonal focus;
- liaising with the Vicar and/or service leader about the order of service, timings and expectations;
- keeping within the agreed time and character of the service;
- speaking clearly and accessibly, especially where many present may be unfamiliar with church;
- being available beforehand for any necessary briefing or rehearsal;
- serving under the authority of the Vicar, or in accordance with any relevant bishop's licence or authorisation.

3. Appointment, requirements and support

- Decision required: Confirm this proposed mapping for locally authorised preachers who are not covered by diocesan clergy or licensed lay-ministry arrangements.
- DBS requirement: Basic DBS Check for a regular locally authorised preacher who is not covered by diocesan clergy or licensed lay-ministry arrangements. No separate parish DBS requirement where diocesan arrangements apply.

- Safeguarding training: Basic Awareness (online); Foundation (online) for a regular locally authorised preacher who is not covered by diocesan arrangements. Diocesan requirements apply to clergy and licensed or authorised lay ministers.
- Other induction and training: Preaching oversight and authorisation by the Vicar; sermon preparation support where appropriate; briefing on doctrine, parish ethos, service pattern, timing, safeguarding reporting routes and use of livestream/recording where relevant.
- Health and safety: The role is primarily teaching and worship-related, but the preacher should be aware of basic emergency and safeguarding reporting arrangements during services.
- Data and confidentiality: Special-service preaching may involve bereavement, family circumstances, children, schools, civic matters or other sensitive pastoral contexts. Confidential or identifying information must not be used without proper permission and pastoral judgement.
- Relevant policies: Safeguarding Policy; Code of Conduct; Data Protection Policy; Welcome, Dignity and Fair Treatment Policy; Social Media Policy where relevant; and any relevant diocesan or Church of England requirements.

Reading

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Reading Scripture at Special Services helps those gathered hear the Word of God clearly and reverently. This matters because the Bible reading is not merely a formal part of the service, but a central way in which God speaks to his people and to all who are present. At occasional services, where many may be unfamiliar with church, a clear and well-prepared reading can be especially valuable.

2. What the role involves

This role normally involves:

- checking the reading in advance of the service;
- confirming availability and any practical details with the Church Administrator or service leader;
- preparing the reading carefully, including unfamiliar names, places or phrases;
- arriving in good time and being clear when and where the reading takes place;
- reading clearly, audibly and at an appropriate pace;
- using the correct introduction and response where required;
- paying attention to the particular character and tone of the service;
- asking for help in advance if unsure about pronunciation, timing or service arrangements.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on the reading, order of service, use of the lectern and microphone, where to sit or stand, and any particular sensitivities relating to the service. Where an under-18 serves in this role, they should do so under the supervision of the rota lead and in accordance with St Peter's arrangements for under-18 volunteers.
- Health and safety: Readers should move safely to and from the lectern and should report any immediate hazards or concerns noticed during the service.

- Data and confidentiality: This role normally involves only ordinary rota or service communication. Any personal or pastoral information encountered through the role should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy.

Prayers

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Leading prayers at Special Services helps those gathered come before God in a way that is appropriate to the occasion. These prayers may need to reflect celebration, sorrow, thanksgiving, repentance, remembrance, hope or the particular themes of the church year. This role matters because well-prepared prayers help people respond to God, bring the needs of the church and world before him, and engage with the service in a thoughtful and reverent way.

2. What the role involves

This role normally involves:

- preparing prayerfully and carefully before the service;
- shaping the prayers so that they fit the occasion, congregation and order of service;
- drawing where helpful on the Bible reading, theme, hymns, songs or liturgy;
- liaising with the Vicar or service leader about any particular matters to include or avoid;
- paying careful attention to the service sheet and any requested responses;
- being sensitive to confidentiality, especially at funerals, weddings or pastoral services;
- speaking clearly, slowly and audibly;
- leading prayers in a way that is reverent, concise, compassionate and appropriate.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on preparing and leading prayers; use of appropriate responses; order of service; pastoral sensitivity; confidentiality; and use of the lectern and microphone. Where an under-18 serves in this role, they should do so under the supervision of the rota lead and in accordance with St Peter's arrangements for under-18 volunteers.
- Health and safety: The role is low physical risk, but those leading prayers should be aware of basic service arrangements and report any immediate concerns noticed during the service.

- Data and confidentiality: Care must be taken not to include personal, medical, pastoral, safeguarding or sensitive information in public prayers unless it is appropriate and permission has been given where needed. Safeguarding concerns must not be disclosed publicly and must be reported through the proper channels.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Safeguarding Policy; Data Protection Policy; Health and Safety Policy.

Communion Steward

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Communion Steward helps ensure that Holy Communion at Special Services is prepared and administered reverently, smoothly and safely. This matters because occasional communion services may involve different timings, larger or smaller congregations, visitors, or unfamiliar practical arrangements. The Communion Steward supports the President and helps the congregation receive communion in good order.

2. What the role involves

This role normally involves:

- liaising with the President in advance about the communion arrangements;
- preparing the bread, wine, vessels and linen before the service;
- placing communion items appropriately on the Communion Table;
- being aware of any special circumstances affecting the administration of communion;
- stewarding communicants during the administration;
- noting anyone who needs to receive communion in the pew and informing the President;
- helping maintain an orderly and unhurried flow of communicants;
- counting communicants and ensuring the number is recorded where required;
- clearing away after the service;
- ensuring communion silver and other items are returned safely and placed under lock and key.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the Communion Steward role itself.
- Safeguarding training: Basic Awareness (online); Foundation (online).
- Other induction and training: Practical communion preparation and stewarding briefing; hygiene expectations; safe handling and storage of communion vessels and silver; local practice briefing from the Vicar, President or nominated Ministry Area Leader.

- Health and safety: Communion Stewards should be attentive to safe movement around the communion area, spillages, trip risks, hygiene, illness, allergies where known, and the safe storage of communion items.
- Data and confidentiality: This role may involve awareness of who receives communion, who receives in the pew, and occasional pastoral sensitivity. Such information should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Safeguarding Policy; Data Protection Policy; Financial Policy or property/security guidance where relevant.

Communion Assistant (chalice)

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Communion Assistant supports the administration of Holy Communion by assisting with the distribution of wine. This role helps the congregation receive communion reverently and in good order, especially where the service includes visitors or those unfamiliar with the usual pattern at St Peter's.

2. What the role involves

This role normally involves:

- coming to the front at the agreed point in the service;
- being ready to assist the President during the administration of communion;
- administering the wine to communicants as they come forward;
- using the agreed words of administration;
- following the direction of the President and Communion Steward;
- being attentive to the flow of communicants and any special arrangements;
- returning the chalice and purificator to the President at the end of the administration;
- serving reverently, calmly and attentively throughout.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online); Foundation (online).
- Other induction and training: Practical briefing on administering the chalice; authorised words of administration; hygiene; reverence; coordination with the President and Communion Steward.
- Health and safety: Communion Assistants should be attentive to hygiene, spillages, safe movement around the communion area, illness, allergies where known, and the needs of those receiving communion.
- Data and confidentiality: This role may involve incidental awareness of who receives communion and any particular needs at the rail or in the pews. Such information should be handled discreetly.

- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Safeguarding Policy; Data Protection Policy.

Steward

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Steward helps provide practical welcome, guidance and support at Special Services. This matters because occasional services often involve visitors, families, school groups, mourners, wedding guests or others who may not know the building or usual patterns of worship. The Steward serves by helping people feel welcomed, directed and cared for, and by supporting the smooth and safe running of the service.

2. What the role involves

This role normally involves:

- arriving in good time for any briefing before the service;
- welcoming and assisting those attending the service;
- helping with seating, directions, access, toilets or other practical needs;
- supporting the Service Warden, Vicar or service leader as required;
- being attentive to the particular circumstances of the service;
- helping manage movement around the building where needed;
- alerting the Service Warden or Vicar to any concern, disruption, accident, safeguarding issue or practical problem;
- responding calmly and helpfully to minor issues as they arise.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on welcoming, seating, service arrangements, emergency procedures, evacuation, handling visitors' questions, safeguarding reporting routes and any service-specific arrangements.
- Health and safety: Stewards should be aware of fire exits, trip hazards, access needs, emergency arrangements, accident reporting, safe movement around the building, and the needs of visitors unfamiliar with St Peter's. Concerns should be reported promptly to the Service Warden, Churchwarden, Vicar or Church Administrator as appropriate.

- Data and confidentiality: This role normally involves ordinary rota or service contact information and incidental personal information. Any pastoral or personal information encountered through welcoming or stewarding should be handled discreetly.
- Relevant policies: Safeguarding Policy; Code of Conduct; Health and Safety Policy; Volunteer Policy where relevant; Data Protection Policy; Welcome, Dignity and Fair Treatment Policy.

Service Warden

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Service Warden carries practical responsibility for the smooth and safe running of a Special Service. This matters because occasional services may involve different timings, unfamiliar congregations, larger numbers, school groups, grieving families, wedding parties or other special circumstances. The Service Warden helps ensure that the service is well supported practically, so that the Vicar, service leader and others can focus on leading worship and pastoral ministry.

2. What the role involves

This role normally involves:

- being available in good time before the service for briefing and preparation;
- checking that the building, access routes and practical arrangements are ready;
- acting as the main practical point of responsibility during the service;
- supporting stewards and others serving on the day;
- keeping an eye on welcome, movement, safety, access and any practical issues;
- responding calmly to unexpected needs or disruptions;
- being alert to any safeguarding, health and safety, pastoral or security concern;
- remaining available for a short period after the service in case of immediate issues;
- handing over any significant concern to the Vicar, churchwardens or Church Administrator.

3. Appointment, requirements and support

- Decision required: Confirm this proposed first-response and referral mapping with the Parish Safeguarding Officer and Safeguarding Administrator.
- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical briefing on special-service arrangements; welcoming and stewarding; emergency procedures; evacuation arrangements; accident and incident reporting; safeguarding reporting routes; coordination with

clergy, service leader, churchwardens, external participants or event organisers where relevant.

- Health and safety: Service Wardens should be attentive to the safety and good order of the congregation before, during and after the service, including access, trip hazards, seating, fire exits, medical incidents, evacuation, crowd movement, candles, processions, photography, and the needs of children, older people, visitors and those with mobility needs.
- Data and confidentiality: This role may involve ordinary rota information and occasional personal or pastoral information. Any such information should be handled discreetly, and safeguarding concerns must be reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements where applicable; Code of Conduct; Health and Safety Policy; Volunteer Policy where relevant; Data Protection Policy; Lone Worker Policy where relevant; Welcome, Dignity and Fair Treatment Policy.

Refreshments

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Refreshments at Special Services help St Peter's offer practical hospitality and pastoral welcome. At services such as Christmas, school carol services, weddings, funerals or other occasional gatherings, refreshments can help people feel cared for, encourage conversation, and provide space for welcome, fellowship or pastoral support. This role serves the church by helping hospitality happen smoothly, safely and generously.

2. What the role involves

This role normally involves:

- preparing refreshments according to the needs and timing of the service;
- following any agreed kitchen induction, food hygiene and allergen guidance;
- ensuring children do not enter the kitchen during preparation or serving of refreshments;
- serving tea, coffee, biscuits, cakes or other refreshments as arranged;
- being attentive to visitors and those unfamiliar with the building;
- clearing away afterwards and leaving the kitchen clean and tidy;
- reporting low supplies, equipment problems or practical concerns to the Church Administrator;
- following any special instructions for the particular service or occasion.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on serving refreshments safely; hot drinks safety; serving in pews; allergy awareness; what to do if someone spills a drink, becomes unwell or raises a concern; ChurchSuite rota induction where relevant. Under-18 volunteers must serve under the supervision of the rota lead and must not be given independent keyholding, cash-handling or safeguarding responsibility.
- Health and safety: This role involves hot liquids, food handling, kitchen equipment, possible slips, spillages, manual handling and movement between kitchen, hall and

church. Those serving should follow the Food Hygiene Policy and Health and Safety Policy, keep children out of the kitchen unless specifically authorised and supervised, report hazards promptly, and take particular care when preparing or moving hot drinks.

- Data and confidentiality: This role normally involves only ordinary rota or service contact information. Any personal information, dietary information, allergy information or pastoral information encountered through the role should be handled discreetly and only shared where needed.
- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Manual Handling Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Music Role

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Music Role helps support worship at Special Services by enabling the congregation to sing, listen and respond appropriately to God. Music may carry particular weight at seasonal services, funerals, weddings, school services and other occasional gatherings. This role matters because well-prepared music helps the service feel coherent, reverent, accessible and pastorally appropriate.

2. What the role involves

This role normally involves:

- preparing music for the service as agreed with the Vicar, service leader or Music Lead;
- being available for any rehearsal or briefing required before the service;
- playing, singing or leading music as appropriate to the role;
- supporting congregational singing without drawing unnecessary attention to the musicians;
- paying careful attention to the order of service and timings;
- liaising with the Tech Role about microphones, sound, videos, backing tracks or other requirements;
- being sensitive to the character of the occasion, especially at funerals, weddings or school services;
- raising any practical or musical concerns in good time.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement for the ordinary public music role.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on music for the particular service; rehearsal expectations; order of service; microphone or instrument use; coordination with service leader, clergy and tech team; copyright / CCLI requirements where relevant. Where the person is acting as Music Lead or is responsible for supervising under-18 musicians, the Music Lead requirements apply.

- Health and safety: This role may involve instruments, cables, stands, microphones, electrical equipment, platform areas, access routes and rehearsal spaces. Hazards, defects, accidents and near misses should be reported promptly.
- Data and confidentiality: This role may involve ordinary service communication and occasional personal or pastoral information relating to the service. Information should be handled discreetly.
- Relevant policies: Code of Conduct; Volunteer Policy where relevant; Health and Safety Policy; Data Protection Policy; IT Acceptable Use Policy where relevant; Copyright / CCLI arrangements where relevant.

Tech Role

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Tech Role helps ensure that people can hear, see and engage with the service. At Special Services this role may combine both sound and projection, and may be especially important where visitors, schools, musicians, readers, videos, livestreams or unfamiliar service elements are involved. Done well, the technology supports worship and communication without drawing attention to itself.

2. What the role involves

This role normally involves:

- taking responsibility for both sound and projection where required;
- arriving in good time to set up and test equipment before the service;
- checking microphones, speakers, slides, videos, music or other media as needed;
- liaising with the Vicar, service leader, Music Role and others about service requirements;
- following the order of service carefully and keeping pace with the service;
- being attentive to special timings, cues or one-off arrangements;
- managing sound levels so speech and music can be heard clearly;
- operating slides or projection accurately and unobtrusively;
- responding calmly if something goes wrong and asking for help where needed;
- packing down equipment afterwards and reporting any faults or concerns.

3. Appointment, requirements and support

- Decision required: Confirm this proposed mapping for the privacy-sensitive aspects of the role.
- DBS requirement: No DBS requirement where the role is limited to sound, projection or ordinary livestream operation.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Practical induction for sound, projection or livestream as applicable; service-specific briefing; safe cable management; privacy and safeguarding briefing; copyright / CCLI awareness; handling mistakes or unexpected incidents. Where an under-18 serves in this role, they must work under the oversight of a

designated adult rota lead. Any separate adult responsibility for regularly recruiting, training or supervising under-18 tech volunteers should be assessed on its actual duties.

- Health and safety: This role involves electrical and technical equipment, cables, trip hazards, equipment faults and movement around the tech area. Equipment should be used safely, cables managed appropriately, faults reported promptly, and the tech area kept clear and safe.
- Data and confidentiality: Where tech arrangements include projection, livestream, recording, photography, sensitive service content or private conversations near microphones, confidentiality, safeguarding and privacy must be handled carefully.
- Relevant policies: Health and Safety Policy; IT Acceptable Use Policy; IT Security Policy where relevant; Data Protection Policy; Safeguarding Policy; Social Media Policy where relevant; Code of Conduct; Volunteer Policy where relevant; Copyright / CCLI arrangements where relevant.

Unlock Church

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Unlock Church role helps ensure that the church building is open, accessible and ready for a Special Service. This matters because those involved may need access at different times for preparation, rehearsal, flowers, music, tech, welcome, refreshments or pastoral arrangements. Opening the building carefully helps the service begin smoothly while maintaining proper security.

2. What the role involves

This role normally involves:

- unlocking the church in good time for the particular service or rehearsal arrangements;
- opening the necessary access points, including the West Door, South Door or step-free access where required;
- turning on lights needed for safe access and preparation;
- unlocking the vestry where needed;
- keeping security in mind, especially if alone on site;
- making a quick check for any obvious cleaning, maintenance, safety or access issues;
- reporting any concerns to the Vicar, churchwardens or Church Administrator;
- paying careful attention to any special instructions for the particular service.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Keyholding briefing; building opening procedure; alarm/security arrangements where relevant; fire and emergency arrangements; lone working guidance; service-specific set-up requirements; reporting hazards, defects, accidents and concerns.
- Health and safety: This role involves entering and opening the building, often before others arrive. The person unlocking should be alert to hazards, damage, signs of forced entry, unsafe conditions, fire risks, trip hazards, heating/lighting issues and any

unexpected persons or situations. Concerns should be reported promptly and the person should not put themselves at risk.

- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Lock Church

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Lock Church role helps ensure that the church is left safe, secure and ready for its next use after a Special Service. This is important because occasional services may finish at unusual times, involve visitors unfamiliar with the building, or require additional clearing, checking or pastoral sensitivity before the building can be secured.

2. What the role involves

This role normally involves:

- locking the church building and churchyard access points after the service;
- allowing people to leave naturally and pastorally, without making them feel hurried unnecessarily;
- ensuring that those needing step-free access have left before the South Door / disabled-access route is locked;
- checking that lights are off and key areas such as the vestry, kitchen and toilets are secure;
- making a final check for any obvious cleaning, maintenance, security or pastoral concerns;
- following the Church Lock-up Checklist where available;
- reporting any concerns to the Vicar, churchwardens or Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Keyholding briefing; building closing procedure; alarm/security arrangements where relevant; fire and emergency arrangements; lone working guidance; checking toilets, side rooms and vulnerable areas before locking; reporting hazards, defects, accidents and concerns.
- Health and safety: This role involves checking and securing the building, often when few people remain. The person locking should ensure that people are not inadvertently locked in, fire risks are minimised, lights/heating/equipment are left as agreed, doors

and windows are secure, and any hazards, damage or concerns are reported promptly. The person should not put themselves at risk if an unexpected or unsafe situation arises.

- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Unlock Hall

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Unlock Hall role helps ensure that the church hall is open, safe and ready where a Special Service requires use of the hall, rooms, toilets, kitchen, courtyard or other facilities. This may be important for refreshments, school groups, children, changing space, waiting space, storage or other practical arrangements. Opening the hall well helps the service and associated hospitality run smoothly.

2. What the role involves

This role normally involves:

- unlocking the hall in good time for the particular service arrangements;
- opening relevant rooms, doors and access points as required;
- turning on necessary lights;
- making a quick check of rooms, toilets, kitchen and shared spaces;
- checking that the hall is broadly ready for those using it;
- keeping security in mind, especially if alone on site;
- reporting any cleaning, maintenance, safety, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator;
- paying careful attention to any special instructions for the particular service.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Keyholding briefing; hall opening procedure; alarm/security arrangements where relevant; pre-event safety checks; fire and emergency arrangements; lone working guidance; reporting hazards, defects, accidents and concerns.
- Health and safety: This role involves entering and opening the hall, often before others arrive. The person unlocking should check for hazards, damage, signs of forced entry, unsafe conditions, fire risks, trip hazards, heating/lighting issues, toilet issues and any

unexpected persons or situations. Concerns should be reported promptly and the person should not put themselves at risk.

- Data and confidentiality: This role may involve access to secure areas, keys, notices, records or private spaces. Information and access must be handled responsibly.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

Lock Hall

Ministry team / rota family: Special Services

Responsible to the Vicar as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Lock Hall role helps ensure that the church hall is left clean, safe, secure and ready for its next use after a Special Service. This matters because the hall may have been used for refreshments, children, school groups, families, visitors or other practical arrangements, and needs to be checked carefully before being secured.

2. What the role involves

This role normally involves:

- checking that the hall and any rooms used have been tidied and cleared as appropriate;
- ensuring that toilets, kitchen, rooms and shared spaces are left in reasonable order;
- checking that lights and appliances are off where appropriate;
- locking room doors and external doors as required;
- locking the North Hill gate where necessary;
- following the Hall Lock-up Checklist where available;
- reporting any cleaning, maintenance, safety, safeguarding or practical concerns to the Vicar, churchwardens or Church Administrator.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Hall closing procedure; keyholding briefing; alarm/security arrangements where relevant; safe cleaning and storage arrangements; checking rooms, toilets and side spaces before locking; lone working guidance; reporting hazards, defects and concerns.
- Health and safety: This role may involve checking and securing the hall, often when few people remain. The person locking should ensure that no one is inadvertently left in the building, that fire risks are minimised, that lights/heating/equipment are left as agreed, that doors and windows are secure, and that hazards, damage or concerns are reported promptly. The person should not put themselves at risk if an unexpected or unsafe situation arises.

- Data and confidentiality: This role may involve incidental access to notices, records, lost property, belongings or private spaces. Such information should be handled discreetly and passed to the appropriate person.
- Relevant policies: Health and Safety Policy; Lone Worker Policy; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy; building/security procedures where applicable.

11. Tiny Tots

Tiny Tots is an important ministry of welcome, care and gospel-shaped hospitality for little ones and their parents or carers. It provides a warm and accessible setting in which families can build relationships, experience something of the life of St Peter's, and be gently introduced to the Christian faith. Parents and carers remain responsible for their children throughout Tiny Tots, while the team serves by creating a safe, friendly, well-organised and welcoming environment.

Roles in this section:

- TT Host;
- Clean & Set-up (from 8:45am);
- Clear-up (from 11:30am);
- Carpet-time Leader;
- Bible Talk;
- Song-time;
- Craft Table;
- Door Welcomer;
- Door Monitor (from 11:10am);
- Kitchen Server;
- Cakes;
- SPK (TT) Welcome Manager

TT Host

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The TT Host helps Tiny Tots feel warm, welcoming and well cared for. This role matters because Tiny Tots is not only an activity for young children, but also a ministry of hospitality to parents, carers and families. By being present, kind, attentive and approachable, the TT Host helps people feel at ease, encourages conversation, and contributes to an atmosphere in which families can build relationships and encounter something of the welcome of Christ.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- being present during Tiny Tots to welcome, encourage and support parents, carers and children;
- helping create a friendly, relaxed and hospitable atmosphere;
- noticing newcomers or anyone who seems uncertain and helping them feel included;
- supporting the Welcome Manager and other team members as needed;
- helping with general practical tasks where appropriate;
- being willing to stay until the end where help is needed;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed hospitality-role mapping, reflecting that the TT Host welcomes people but does not carry overall session or safeguarding leadership.
- DBS requirement: No DBS requirement.
- Safeguarding training: Basic Awareness (online).
- Other induction and training: Tiny Tots host induction; safeguarding and safer working practice briefing; session flow and team coordination; parent/carers communication; emergency procedures; accident and incident reporting; food hygiene awareness where refreshments are provided; ChurchSuite rota induction where relevant.

- Health and safety: The TT Host should be attentive to the safety of babies, toddlers, pre-school children, parents, carers and volunteers, including room layout, toys and equipment, trip hazards, hot drinks, allergies, toileting arrangements, emergency evacuation, illness, accidents and any child-specific risk information.
- Data and confidentiality: This role may involve access to children's names, parent/carer details, attendance information, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Volunteer Policy; Code of Conduct; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy; Lone Worker Policy where relevant; Social Media Policy where relevant.

Clean & Set-up (from 8:45am)

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Clean & Set-up role helps ensure that Tiny Tots is ready to begin safely, smoothly and on time. This matters because the team needs the hall, rooms, toys, craft materials and other resources prepared before the 9:30am prayer meeting and preparation briefing. By arriving early and preparing the space well, this role enables the rest of the team to pray, plan and welcome families without unnecessary last-minute pressure.

2. What the role involves

This role normally involves:

- arriving from 8:45am to prepare the hall and rooms;
- setting up toys, furniture, craft materials and other resources;
- checking that the rooms and shared spaces are clean, safe and ready for use;
- making sure the space is ready before the 9:30am prayer meeting and preparation briefing;
- attending the 9:30am prayer meeting and preparation briefing;
- identifying and dealing with any obvious cleaning or practical issues;
- reporting maintenance, safety or other concerns to the Ministry Area Leader (MAL), Welcome Manager or Church Administrator;
- working with one or two others where arranged;
- helping ensure Tiny Tots can begin in an ordered and welcoming way;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on room layout, cleaning expectations, toy and equipment checks, safe setting out of furniture, refreshments set-up where relevant, emergency access, and reporting hazards or damaged equipment.

- Health and safety: This role involves cleaning, moving toys and equipment, setting out furniture, checking for hazards, ensuring safe circulation space, removing trip hazards, and preparing the room safely before families arrive. Safe manual handling should be followed and concerns reported promptly.
- Data and confidentiality: This role normally involves little or no routine handling of personal information. Any registers, forms, personal belongings or sensitive information encountered should be passed to the TT Host or appropriate leader.
- Relevant policies: Health and Safety Policy; Manual Handling Policy; Food Hygiene Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Clear-up (from 11:30am)

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Clear-up role helps ensure that the hall and rooms are left clean, tidy and ready for their next use after Tiny Tots. This is an important act of practical service, because Tiny Tots uses toys, craft, refreshments and shared spaces that need to be restored properly afterwards. By tidying and cleaning promptly at the end, this role helps the ministry finish well and cares for the wider life of the church.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- being available to begin clear-up as Tiny Tots finishes at around 11:30am;
- putting toys, craft materials, furniture and other resources away in the correct places;
- cleaning and tidying rooms, tables and shared spaces used during the session;
- collecting rubbish, recycling and any items left behind;
- helping ensure the kitchen, hall and rooms are left ready for the next users;
- working with other helpers under the direction of the Welcome Manager or Ministry Area Leader (MAL);
- reporting any cleaning, maintenance, equipment or safety concerns;
- helping the session finish calmly without making families feel rushed unnecessarily;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical briefing on clearing equipment, checking toys, cleaning, waste disposal, safe storage, checking for lost property, and reporting damaged equipment or hazards.
- Health and safety: This role involves lifting, carrying, stacking furniture, clearing toys, cleaning, waste disposal, manual handling and ensuring that the hall is left safe for

subsequent users. Volunteers should avoid moving heavy items alone and should report hazards, defects, accidents or near misses promptly.

- Data and confidentiality: Registers, visitor forms, children's belongings or other personal information left behind should be passed promptly to the TT Host or appropriate leader and not retained personally.
- Relevant policies: Health and Safety Policy; Manual Handling Policy; Food Hygiene Policy where relevant; Safeguarding Policy; Code of Conduct; Volunteer Policy where relevant; Data Protection Policy.

Carpet-time Leader

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Carpet-time Leader helps bring the main Tiny Tots session together towards the end of the morning. This role matters because carpet-time gives children, parents and carers a shared moment of focus, welcome, Bible truth, singing and simple engagement with the Christian faith. The leader helps the session feel coherent, warm and purposeful, and creates a setting in which very young children and adults can engage together.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- leading and hosting the carpet-time session from around 11:00am;
- helping children, parents and carers gather and settle;
- coordinating the flow of carpet-time, including any Bible talk, songs or other elements;
- introducing others who are contributing to the session;
- keeping the session short, engaging and appropriate for very young children;
- helping maintain a warm, clear and friendly atmosphere;
- being attentive to parents and carers as well as children;
- liaising with the Ministry Area Leader (MAL) about the agreed programme;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed children's-activity mapping.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Tiny Tots carpet-time induction; age-appropriate communication; safeguarding and safer working practice briefing; behaviour and

boundaries guidance; parent/carer presence and responsibility; emergency procedures; accident and incident reporting.

- Health and safety: The Carpet-time Leader should be attentive to safe movement, seating, toys or props, noise levels, children moving around the space, and the needs of babies, toddlers, pre-school children, parents and carers.
- Data and confidentiality: This role may involve incidental awareness of children's names, family circumstances, pastoral information or safeguarding concerns. Information should be handled discreetly and safeguarding concerns reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Health and Safety Policy; Data Protection Policy; Social Media Policy where relevant.

Bible Talk

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Bible Talk role helps Tiny Tots share simple Bible truth with very young children and the adults who bring them. This matters because Tiny Tots is not only a play session, but a gospel-shaped ministry in which children, parents and carers can hear about God's love, the Lord Jesus and the good news of the Christian faith. A short, clear and engaging Bible talk can help both children and adults begin to understand and respond to the gospel.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- preparing a short Bible talk from the agreed Tiny Tots programme;
- keeping the talk very brief, clear and suitable for very young children;
- using simple language, visual aids, questions or interaction where helpful;
- communicating key gospel truths in a warm and accessible way;
- being aware that parents and carers are also listening and may be exploring faith themselves;
- liaising with the Ministry Area Leader (MAL) about the passage, theme or material;
- contributing to carpet-time at around 11:00am;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed children's-activity mapping.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Tiny Tots Bible talk induction; age-appropriate Bible teaching; safeguarding and safer working practice briefing; communication with

parents/carers; use of props or visual aids; emergency and incident reporting arrangements.

- Health and safety: The person giving the Bible Talk should ensure that any props, visual aids, toys or activities are safe, age-appropriate and do not create choking, trip or other risks.
- Data and confidentiality: This role may involve incidental awareness of children's names, family circumstances, pastoral information or safeguarding concerns. Information should be handled discreetly and safeguarding concerns reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Health and Safety Policy; Data Protection Policy; Social Media Policy where relevant.

Song-time

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

Song-time helps children, parents and carers take part joyfully in Tiny Tots. This role matters because songs can help very young children feel included, remember simple truths, enjoy being together, and begin to engage with Christian faith. A good mix of familiar children's songs and simple Christian songs helps the session feel fun, warm and gospel-shaped.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- leading songs during carpet-time or at the agreed point in the session;
- using a mixture of favourite children's songs and appropriate Christian songs;
- leading in a way that is fun, engaging and accessible for very young children;
- helping parents and carers feel comfortable joining in;
- choosing or preparing songs in line with the agreed Tiny Tots programme;
- communicating simple Christian truths through song where appropriate;
- liaising with the Carpet-time Leader and Ministry Area Leader (MAL);
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed children's-activity mapping.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Tiny Tots song-time induction; age-appropriate songs and actions; safeguarding and safer working practice briefing; safe use of instruments, props or movement; emergency and incident reporting arrangements.

- Health and safety: The Song-time leader should be attentive to safe movement, noise levels, props, instruments, children moving around the room, and the needs of babies, toddlers, pre-school children, parents and carers.
- Data and confidentiality: This role may involve incidental awareness of children's names, family circumstances, pastoral information or safeguarding concerns. Information should be handled discreetly and safeguarding concerns reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Health and Safety Policy; Data Protection Policy; Social Media Policy where relevant.

Craft Table

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Craft Table role helps children, parents and carers engage creatively during Tiny Tots. This matters because craft provides a relaxed and enjoyable way for families to take part, talk together, and connect with the theme of the session where appropriate. By taking responsibility for the craft area, this role helps make Tiny Tots well organised, welcoming and engaging.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- taking responsibility for the craft table during the session;
- setting out or checking craft materials as arranged;
- welcoming children, parents and carers to the craft area;
- explaining the activity clearly and simply;
- helping children and adults take part and enjoy the craft;
- encouraging conversation and a warm atmosphere around the table;
- keeping an eye on safety, mess and use of materials;
- tidying the craft area after the session;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed children's-activity mapping, reflecting direct and regular instruction and engagement with young children.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Craft table induction; safeguarding and safer working practice briefing; safe use of craft materials; allergy and choking awareness; supervision expectations; cleaning and storage arrangements.

- Health and safety: This role involves small items, craft materials, scissors, glue, paint, pens, paper, possible choking hazards, allergies, spillages and cleaning. Activities should be age-appropriate and safely supervised, with unsuitable items kept away from babies and younger children.
- Data and confidentiality: This role normally involves only incidental personal information. Any concern or sensitive information should be passed to the TT Host or appropriate leader.
- Relevant policies: Safeguarding Policy; Volunteer Policy; Code of Conduct; Health and Safety Policy; Food Hygiene Policy where relevant; Data Protection Policy.

Door Welcomer

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Door Welcomer provides the first point of contact for families arriving at Tiny Tots. This role matters because a warm, efficient and attentive welcome helps parents and carers feel at ease from the moment they arrive. It also supports the safe and orderly running of Tiny Tots by ensuring registration and payments are handled carefully.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- being ready at the door before families begin arriving;
- welcoming children, parents and carers warmly and helpfully;
- overseeing registration carefully and accurately;
- processing payments where required;
- helping newcomers understand where to go and what to expect;
- remaining focused so that arrivals are handled efficiently and safely;
- passing on relevant information to the Welcome Manager as needed;
- being alert to safeguarding, pastoral, practical or health and safety concerns;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed registration and public-welcome mapping.
- DBS requirement: Basic DBS Check.
- Safeguarding training: Basic Awareness (online); Foundation (online).
- Other induction and training: Door welcome briefing; safeguarding and safer working practice briefing; visitor process; parent/carers communication; signposting within the building; emergency and evacuation awareness.
- Health and safety: The Door Welcomer should be attentive to safe arrival, buggies, access, trip hazards, doors, weather-related hazards, unfamiliar visitors, and children entering or leaving the space. Concerns should be raised promptly with the TT Host.

- Data and confidentiality: This role may involve awareness of names, family circumstances, visitor information or pastoral sensitivities. Information should be handled discreetly and only shared where needed.
- Relevant policies: Safeguarding Policy; Volunteer Policy; Code of Conduct; Welcome, Dignity and Fair Treatment Policy; Health and Safety Policy; Data Protection Policy.

Door Monitor (from 11:10am)

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Door Monitor helps ensure that children remain safe as Tiny Tots comes towards its close. This role matters because the end of the session can be busy, with adults talking, children moving around, and families beginning to leave. By standing at the door and watching carefully, the Door Monitor helps ensure that children do not leave without their parent or carer.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- being in position at the door from around 11:10am;
- monitoring the exit as families begin to leave;
- ensuring children do not leave the hall without their parent or carer;
- being alert, focused and friendly;
- helping parents and carers leave safely and calmly;
- referring any uncertainty or concern to the Welcome Manager immediately;
- remaining in position until the session has finished and the risk has passed;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- Decision required: Confirm this proposed immediate child-safety mapping.
- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.
- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online).
- Other induction and training: Door monitoring briefing; safe departure procedure; safeguarding and safer working practice briefing; parent/carers responsibility; emergency procedures; handling unfamiliar adults or unexpected concerns; accident and incident reporting.

- Health and safety: The Door Monitor should be attentive to children leaving the space, safe handover to parents/carers, buggies, doors, congestion, trip hazards and visitors entering or leaving at the same time. The role should be carried out with calm authority and clear escalation to the TT Host if there is any concern.
- Data and confidentiality: This role may involve awareness of children's names, family circumstances, collection arrangements or safeguarding concerns. Information should be handled discreetly and safeguarding concerns reported through the proper channels.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Code of Conduct; Volunteer Policy; Health and Safety Policy; Data Protection Policy.

Kitchen Server

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Kitchen Server helps Tiny Tots offer generous and practical hospitality to parents, carers and children. This matters because refreshments create space for welcome, conversation and relationship-building. By serving tea, coffee, cake and other refreshments safely and warmly, the Kitchen Server helps make Tiny Tots a hospitable and caring environment.

2. What the role involves

This role normally involves:

- attending the 9:30am prayer meeting and preparation briefing;
- preparing to serve refreshments at the agreed point in the session;
- serving tea, coffee, cake and other refreshments through the kitchen hatch;
- following kitchen induction, food hygiene and allergen guidance;
- ensuring children do not enter the kitchen during preparation or serving;
- being welcoming and helpful to parents and carers;
- keeping the kitchen area tidy and safe while serving;
- clearing and cleaning the kitchen area after refreshments;
- reporting low supplies, equipment problems or concerns to the Welcome Manager, Ministry Area Leader (MAL) or Church Administrator;
- letting the Welcome Manager know in advance if, exceptionally, they need to arrive late or leave early.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Practical kitchen and refreshments briefing; Food Hygiene Policy; hot drinks safety; allergy awareness; safe serving around babies, toddlers and pre-school children; cleaning and closing-down arrangements.
- Health and safety: This role involves hot drinks, food handling, kitchen equipment, spillages, allergies and movement around young children. Hot drinks and food should

be prepared and served safely, with care taken to avoid burns, spillages, choking risks and allergy risks.

- Data and confidentiality: Dietary or allergy information should be handled sensitively and only shared where necessary. Any personal or pastoral information encountered should be handled discreetly.
- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Safeguarding Policy; Volunteer Policy; Code of Conduct; Data Protection Policy.

Cakes

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The Cakes role helps Tiny Tots offer simple, generous hospitality. This matters because refreshments are one of the ways families are welcomed and encouraged to stay, talk and build relationships. Providing cake is a practical act of service which supports the wider ministry, even where the person providing it is not able to attend the session.

2. What the role involves

This role normally involves:

- providing cake for Tiny Tots on the agreed week;
- agreeing arrangements with the Ministry Area Leader (MAL) in advance;
- dropping the cake off at the hall at the agreed time;
- providing clear allergen information;
- making sure the cake is clearly labelled where needed;
- ensuring any homemade or bought items are suitable for serving in line with food hygiene and allergen guidance;
- letting the Ministry Area Leader (MAL) know promptly if unable to provide cake as arranged.

3. Appointment, requirements and support

- DBS requirement: No DBS requirement.
- Safeguarding training: No specific safeguarding training requirement.
- Other induction and training: Briefing on Food Hygiene Policy, allergens, labelling where appropriate, safe storage and transport of food, and what information needs to be provided when cakes are homemade or donated.
- Health and safety: This role involves food hygiene, allergens, choking risks for young children, safe storage and cleanliness. Cakes or food provided should be appropriate for the setting and should not be served where allergy or safety concerns are unresolved.
- Data and confidentiality: This role normally involves no personal data, except where allergy or dietary information is shared. Such information should be handled discreetly.

- Relevant policies: Food Hygiene Policy; Health and Safety Policy; Safeguarding Policy where relevant; Volunteer Policy where relevant; Data Protection Policy where relevant.

SPK (TT) Welcome Manager

Ministry team / rota family: Tiny Tots

Responsible to Lizzie Wallace as Ministry Area Leader (MAL). Rota matters should be referred to the Church Administrator.

Usual location: St Peter's Church Hall, North Hill

Usual frequency: As arranged on the relevant rota and published through ChurchSuite.

Review: Initial check-in with Ministry Area Leader (MAL), then annual review (unless role, circumstances, or needs change).

1. Why this role matters

The SPK (TT) Welcome Manager is responsible for the overall running of Tiny Tots on the day. This role matters because Tiny Tots involves welcome, registration, hospitality, children's activities, refreshments, team coordination, Bible input, safety and clear timings. The Welcome Manager helps ensure that the whole session runs smoothly, that volunteers know what they are doing, and that families are warmly welcomed and well cared for.

2. What the role involves

This role normally involves:

- taking overall responsibility for Tiny Tots on the day;
- attending and leading or overseeing the 9:30am prayer meeting and preparation briefing;
- ensuring key reminders, notices and practical instructions are given to the team;
- checking that the team has sufficient cover for the whole session;
- coordinating volunteers across welcome, registration, kitchen, craft, carpet-time, door monitoring and clear-up;
- ensuring the session is ready to begin on time and runs in an orderly way;
- supporting the Door Welcomer with registration, payments or newcomer questions where needed;
- being available to handle pastoral, safeguarding, practical or health and safety concerns;
- ensuring any late arrivals or early departures by volunteers have been planned and do not leave the team short;
- liaising with the Ministry Area Leader (MAL) about any concerns, changes or follow-up needed;
- helping Tiny Tots remain warm, safe, well organised and gospel-shaped.

3. Appointment, requirements and support

- DBS requirement: Enhanced DBS Check, Child Workforce, with children's barred-list information.

- Safeguarding training: Basic Awareness (online); Foundation (online); Raising Awareness of Domestic Abuse (online); Leadership.
- Other induction and training: Tiny Tots welcome and registration induction; visitor process; ChurchSuite or attendance recording where relevant; safeguarding reporting and escalation briefing; parent/carer communication; safe ratios and safe handover arrangements; emergency procedures; practical briefing from the TT Host or nominated Ministry Area Leader.
- Health and safety: The SPK (TT) Welcome Manager should be attentive to arrival and registration arrangements, safe movement into and out of the session, access, buggies, fire exits, medical or allergy information where relevant, accident reporting, emergency evacuation and any risks arising from families settling into the group.
- Data and confidentiality: This role may involve access to children's names, parent/carer details, attendance information, visitor forms, medical information, allergy information, safeguarding information or other personal data. Information must be handled securely and only shared where needed for safe ministry.
- Relevant policies: Safeguarding Policy; Safer Recruitment and People Management arrangements; Handling of DBS Information Policy where relevant; Code of Conduct; Volunteer Policy; Data Protection Policy; Data Retention and Records Management Policy; Health and Safety Policy; Food Hygiene Policy where relevant; Social Media Policy where relevant.

