

Name of Volunteering Activity

Readings and Intercessions Organiser

Name of current Volunteering Lead

Gladys Vendy

Tasks to be undertaken

Preparation, usually every three months, of the outline rota for services, readings, etc. which comprehensively details all involved in planning the Sunday worship and major festivals.

Before Advent, Rector provides a copy of the church lectionary for the year which comprises the Calendar of the Church Year and details readings and psalms etc for the services. There are also some choices to be made - liaise with Rector as to his wishes.

Type up the rota detailing readings and services and send this copy to all potential readers and intercessors to ask for their availability. The response to this can be slow or not at all, even by giving a final date for a response!

Try to accommodate people according to their wishes for reading at the 8am service as well as at the 10am service and for the intercessions. The Rector provides a copy of his rota for celebrating, preaching and deaconing to avoid overloading the LLM's.

Add in the welcoming teams, coffee teams and counters (it's very helpful to have an annual plan for that). Some people only want to read when they are also on coffee duty.

Nearing completion, send my copy to Server and Eucharistic Minister Coordinator who adds in the servers and eucharistic ministers (and proofreads the rota).

The completed rota is returned and emailed to all involved - clergy, churchwardens, Musical Director, Administrator, Charioteer Organiser and of course to those reading, intercessing, serving, Eucharistic ministers.

Finally, a copy of the rota is placed on the notice board in the sacristy and one on the noticeboard outside the office but this needs to be updated continually if there are changes.

Any particular skills required?

Patience and organisation.

Expected hours to be committed (per week/ month/year)?

Approximately 20 hours in total every three months.

Regularity

Every three months.

Any flexibility to shorten the time requirement?

No

Any special arrangements that could be made for volunteers with health conditions or impairments?

N/A

Name/s of people currently volunteering in this role

Gladys Vendy

Do we need any more help with this role?

Not at present.