



Role: Coffee Morning

Line Management: Minister

Time Commitment:

Planning:

Description of Role:

- Be involved in the direction of the the Coffee Morning
- Book the room (with the rooms booking coordinator)
- Publicise the event
- Turn up early with supplies, (nice coffee and tea- caffeinated and decaf options, milk (including non dairy alternatives) nice biscuits (gluten free options))
- Set the room out as you want it, wait for your guests, serve drinks and chat - get to know people - follow up in subsequent mornings-
- When you're done - pack away and leave things tidy. Take teatowels etc for washing and return them next time.
-
- One off special- get publicity materials- ask for assistance from people you know to be good at baking!
Publicise the event- arrive early as above with supplies - decorate the venue.
- Welcome guests - serve drinks and chat or have games etc - maybe a speaker.
- At the end thank everyone- pack away and leave things tidy.

Expectations of the Church:

- To give you the relevant training and Safeguard Training
- To support you in prayer in this role
- To give as much notice of any changes that are needed

Requirements

This role falls within the remit of our Safeguarding Policy, which aims to protect our Children, Young People and Adults at Risk. This means that the following will need to happen before you can start the role:

- 2 References
- Free DBS Check
- Interview (This will include basics of Safeguard Training to tide you over until level 2 is available)
- Safeguard Level 2 Training when available