



PCC Secretary

Role Outline:

Preparing Agenda for meetings, taking minutes, follow up actions for PCC and Standing Committee, organising APCM

Commitment?

6 meetings a year plus occasional Standing Committee meetings

Skills, interests or experience required?

computer skills, organisation

Who will you work with?

Administrator, PCC members

Training and Support?

some support

Who can tell me more?

Wendy Richmond



Treasurer

Role Outline:

leading on church finances and accounts, chairing Finance committee,

Commitment?

approx on average 4-5 hours a week

Skills, interests or experience required?

Financial experience (not necessarily qualified)

Who will you work with?

Administrator, PCC members, Finance Committee

Training and Support?

Hand over from Tim during 2023 leading into taking on the role from April 2024

Who can tell me more?

Tim Lucas



Finance Committee member

Role Outline:

assisting Treasurer and PCC on financial matters

Commitment?

3 meetings a year (with prep) plus occasional issues and emails

Skills, interests or experience required?

familiarity or interest in finance

Who will you work with?

Finance Committee

Training and Support?

on the job

Who can tell me more?

Tim Lucas



Parish Safeguarding Officer

Role Outline:

link between the diocese and the parish, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy

Commitment?

maintaining an overview of all church activities involving CYP and vulnerable adults and seeking to ensure the implementation of our safeguarding policy

Skills, interests or experience required?

willingness to carry out administration, some process driven some pastoral, maintain utmost level of confidentiality, a people role

Who will you work with?

fellow PSO, Administrator, Churchwardens, Diocese

Training and Support?

Full training and support from Diocese and Sue Fraser (other PSO). Hand over from Brenda during 2023 to take over her position from end of year

Who can tell me more?

Brenda Tyrrell and Sue Fraser



Pathfinder Leader

Role Outline:

Prepare and lead sessions and occasional socials with young people 11 - 16 - champion their interests

Commitment?

Usually Sunday session once a month

Skills, interests or experience required?

Heart for YP, sense of fun, desire to see YP flourish and take full part in the church

Who will you work with?

Other Pathfinder and children's group leaders, parents, YP themselves, youth worker (once appointed)

Training and Support?

WhatsApp Group

Who can tell me more?

Helen



Creche Leader

Role Outline:

Attend Creche at 10.45 service - take register and lead a story, song and prayer

Commitment?

once a month/every 6 weeks depending on number in team

Skills, interests or experience required?

interest in babies and young children and welcoming and supporting young parents ,
ability to sit on the floor and get up again(!)

Who will you work with?

Churchwardens, parents

Training and Support?

other Creche leaders - WhatsApp Group

Who can tell me more?

Jackie Farris



Hospitality Lead

Role Outline:

Build a team and organise others to provide catering for church events

Commitment?

ad hoc but supported by a team

Skills, interests or experience required?

good team building, familiarity with the kitchen and the appliances

Who will you work with?

volunteers across the church and event organisers

Training and Support?

on the job, Churchwardens and others in the team.

Who can tell me more?

Helen



cornerHOUSE Trustee

Role Outline:

one of 4 PCC appointed Trustee for the cornerHOUSE Community Arts Centre

Commitment?

active participation in monthly Trust meetings, annual strategy meetings, occasional ad hoc meetings, plus practical involvement in direction of events and activities

Skills, interests or experience required?

current interest in the arts and local community and how the arts in the broadest sense can contribute to enriching that community.

Who will you work with?

fellow trustees, both those who are PCC-appointed and those from the community, cornerHOUSE volunteer team and users of the centre.

Training and Support?

shadowing existing role-holders, ad hoc and specific informal training events. Support from all involved in running this volunteer-led and busy centre.

Who can tell me more?

Ian Davies, Joan Scriven and Andy Keane



School Governor

Role Outline:

for St Matthew's Primary School

Commitment?

6 meetings a year plus membership of another committee and being a subject link governor, taking an active interest in the life of the school

Skills, interests or experience required?

interest in education desirable,

Who will you work with?

fellow governors

Training and Support?

full training from RBK and Diocese

Who can tell me more?

Helen



vmix operators

Role Outline:

operate service Powerpoint

Commitment?

rota for 9am and 10.45 services - every few weeks

Skills, interests or experience required?

computer know how

Who will you work with?

other operators

Training and Support?

Full training and support on the job

Who can tell me more?

Simon Hancock



Website administrator

Role Outline:

assist with keeping website up to date

Commitment?

ad hoc - perhaps an hour a week? Once familiar with the website

Skills, interests or experience required?

familiarity with and interest in social media

Who will you work with?

Helen and Steve

Training and Support?

some training from website provider

Who can tell me more?

Helen



Prayer Ministry Team

Role Outline:

offer 1-to-1 prayer after or before a service

Commitment?

once a month/every 6 weeks depending on number in team

Skills, interests or experience required?

prayerfulness, willingness to serve,

Who will you work with?

others in the team

Training and Support?

half day training session and ongoing support

Who can tell me more?

David Itcovitz



Musicians

Role Outline:

contribute to the musical life of the church, especially in worship

Commitment?

help lead worship at our regular services and at on other occasions

Skills, interests or experience required?

enjoyment of music - ability to make a joyful noise - singing or playing an instrument

Who will you work with?

Simon Hancock and our other musicians

Training and Support?

Choir Practice for 9am service on Thursdays at 6.30pm or practice for 10.45 service from 10.15

Who can tell me more?

Simon Hancock



Gardeners

Role Outline:

Asisst with church garden

Commitment?

as much or as little as you want, when you want

Skills, interests or experience required?

learn on the job or perhaps you're already an expert!

Who will you work with?

Others on the gardening team

Training and Support?

from the other gardeners

Who can tell me more?

Sheena Evans



Pray-ers

Role Outline:

Pray at home or wherever

Commitment?

when you want but regularly would be best

Skills, interests or experience required?

A heart for God

Who will you work with?

Hopefully the whole church and the Holy Spirit

Training and Support?

from each other

Who can tell me more?

Helen