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| **Volunteer Role Description – Welcomer** | |
| **Name of church/body** | All Saints Church |
| **Role title** | **Welcomer** |
| **Main purpose of the role** | To welcome people to the church and oversee use of the space |
| **What you will be doing** | * You will have an induction to all church systems such as lighting, audio and heating, locking and unlocking and emergency procedures and may be asked to operate these as required – and a contact to call on for help if needed * Welcome people into the church and be available to answer any questions or direct them as needed |
| **Number of hours a week** | Indicate your availability to the clergy who will compile a rota – suggested 2-5 hours a week, weekdays or Saturday morning |
| **When and where you will be doing it** | On site at the church, suggested 2-5 hours a week, weekdays or Saturday morning |
| **Benefits to you** | This is an exciting role that gives you the opportunity to welcome visitors to the church and help ensure that they have a positive experience. |
| **Desirable attributes** | Comfortable meeting new people and welcoming people to the church  Know a little about the church spaceforall project and the history of the church  Happy to learn the church systems and operate them as required |
| **Disclosure & Barring Service (DBS) Requirements** | None |
| **Who you will be responsible to** | Management committee and Associate priest |
| **Training requirements** | Church systems |
| **Support you will be given** | Management committee and Associate priest |
| **General information** | Welcomers may not be needed all day every day but it would be nice to have folk on site who are familiar with the church and happy to welcome people and talk a bit about the church, especially over the summer months after opening |

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| **Created by:** | **Date:** |

***All role descriptions are draft at this stage and subject to change***

***The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.***