

Volunteer Vacancies

Your Church needs you.

All these roles are important in the life of the Church & Centre and are currently vacant, do you have the skills to volunteer for one of these roles? Training & support is always given, and we all work as a team supporting each other.

If you are interested in one of these roles and would like more information, please speak to Joe or one of the Church Council members.

Property Secretary. (Must be a church member)

To be part of the Resources & Property (RAP) team and the Church Council.

Supporting the caretakers and ensuring that all repairs and regular maintenance tasks are fulfilled.

Be part of a team looking at Risk Assessments & H&S policy annually.

To ensure that all property related records are stored securely.

Church Treasurer. (Must be a church member)

- To shadow the role & gradually take over.

To be part of the Finance Action Group (FAG) and the Church Council.

(this role also has a seat on the Circuit Meeting)

To be the main contact for all financial matters.

To ensure that all the accounts of the church are in order, that all bills and expenses claims are paid on time and that all invoices are issued and chased if not paid.

To prepare accounts statements and budgets for Church Council meetings.

To liaise annually with the Trinity Circuit & URC Synod to agree our assessment/M&M for the year to come.

To ensure that all financial records are stored securely (SharePoint)

(The ability to use excel spreadsheets & online banking is essential for this role)

Invoicing Clerk.

Working in partnership with the treasurer.

Collecting all information from Clare regarding which groups have used our rooms, and the cost that has been quoted to the user.

On a monthly basis preparing and sending out all the invoices. (Mainly via e-mail)

Saving all invoices, and information on the Invoice log and sending to the treasurer.

(The ability to use excel spreadsheets is essential for this role, a church e-mail address will be provided)

Bookkeeper

Working in partnership with the treasurer.

Collecting information from the bank statement & inputting to the main church spreadsheet in the correct column/section.

Assist the Treasurer in the task of paying Invoices

Helping the treasurer to produce monthly reports for Church Council.

(The ability to use excel spreadsheets is essential for this role)

Bookings Secretary

Working with the Safeguarding Officer (Netty) and the Facilities and community manager (Clare)

Ensuring that all bookings are recorded accurately, that Licences are prepared & signed for all regular users.

Annually agreeing any price rises with regular users and ensuring that we have insurance renewal information for them all.

(all booking information is stored on the SharePoint, and paperwork filed in the vestry, access will be given to these)

Website Editor.

To keep the church website up to date.

Adding pages for new groups, News items and keeping the diary up to date.

Collecting information and pictures from groups in order to keep our website up to date & interesting.

(online access is essential for this role)

Friday Coffee morning helper.

To join the rota to help on Friday mornings from 10am – 12noon
(maybe a little longer to set up & clear away)

Once or twice a month will be ideal.

We serve coffee/tea/cold drinks and cakes/scones/toasted teacakes.

Barista training can be given but is not essential.

Usually, we have three volunteers per week to serve the customers, make the drinks, and clear tables & wash up.

Cake Bakers.

We sell home-made cakes at our coffee mornings on Wednesdays & Fridays each week. And we also serve cakes on Friday afternoons.

We therefore need a good selection of cakes each week.

If you have a type of cake that you like to make regularly, could you pledge to donate one a month to the church?

We prefer some consistency to make labelling easier, and to ensure that we have accurate allergen information.

We also freeze some cakes for use at later dates.

Friday Coffee Morning Leader.

(To join a team with Margaret Merrills & Anne Taylor)

On a rota (with Anne & Margaret) to be responsible for Friday coffee mornings, so approx. every 3 weeks.

This involves ensuring that we have enough cake, milk, teacakes etc ready for Friday and being on duty with two others from the team from 9.30 to set up & turn on coffee machines, until about 12.30 to make sure that the kitchen is clean & tidy.

Welcome Desk Volunteer (Reception).

To cover a regular or occasional duty slot on the welcome desk.

Answering telephone & in person enquiries about the church.

Signing group leaders in & out of the building and direct attendees to the correct rooms.

Being a welcoming face to all visitors.

Cash handling for any sales (birthday cards etc)

We are particularly short of volunteers to cover afternoon slots (12noon – 3pm or 3pm – 5pm)

Gardener

To assist in the general maintenance of the garden area to the back of the church.

Regular weekly maintenance would be ideal

Ensuring the garden is not only presentable, but a pleasant space for people to congregate in the summer.

Welcome spaces leader

To be part of a team leading the welcome spaces afternoon on a Friday (alternating with Iris Franks).

This involves serving refreshments to people from all walks of life in the café area and ensuring it is a safe and welcoming space for them.

We are looking for someone with the ability to lead the team but also to be compassionate and caring of those who come in to use the facilities.

If you would like to know more about any of these roles, please speak to Joe Hicks, volunteer coordinator.

e-mail : joe.hicks@trinitycircuit.net

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