

# Role Description

## 2022 Christmas Serving

### One-Off Event

*We long to be a people who are, 'All for Jesus' because he is Lord of All and gave his All for us.*

#### **Role**

One-off event serving partner - Level 1

#### **Responsible to**

Pele Ling

#### **Person**

- Good understanding of own limitations/ personal boundaries
- prepared to work in a team
- motivation in line with All Souls Vision, Values and Mission
- knowing when to ask for support

## **Responsibilities and Practical arrangements**

#### **Food and Drink Hospitality**

One of the warmest ways we demonstrate hospitality is by serving our guests mince pies and Christmas punch.

We need people who can help to prepare the food and drinks and then be proactive in ensuring that everyone is served after the service. You will be moving around the church building offering refreshments from trays, which is a great opportunity for you to welcome people.

Please note that you may be required to walk up and down stairs while holding trays.

#### **Housekeeping**

Keeping our building tidy is a simple way to make guests feel welcome and valued.

We are looking for a team of people who will work closely with our Church Assistants to clean up after each service. This will involve collecting used paper cups and service sheets, vacuuming, replacing bin liners, etc. so that the church building is ready for the guests attending the next carol service.

Bring comfortable shoes and a can-do attitude, and the time will fly by!

### **Flying at Oxford Circus (while the Choir sing carols)**

We want to invite as many people as possible to learn of the Gift of Christmas.

We have thousands of beautiful Christmas cards ready to be given out to everyone passing by Oxford Circus and need a large team willing to invite anyone and everyone to the carol services. You will be accompanied by the All Souls Choir, who will draw in the crowds.

This is a great opportunity for parents and their children to serve together!

Dress to stay comfortable for a long time standing outside.

### **Ticketed Concerts**

All Souls Music presents two sell-out Christmas concerts every year. We need various roles to be filled by serving partners, from stage crew to stewarding...and everything in-between!

If you are interested in serving at either of these events please indicate below and we will send you a registration form with more details and a place to choose your place(s) to serve.

### **Mince Pie Supply**

Can you provide a box or two of mince pies to serve our guests this Christmas?

Please ensure they will still be in date by the end of December 2021.

## **Safer Recruitment**

All Souls Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it. There are different levels of safeguarding awareness, induction and training required before you start.

This role is ASLP safeguarding **level 1**.

### **Training Required**

- This role does not require Basic Awareness or Foundations course.
- This role does not require interview or references.

### **Role to be reviewed**

There is no probation period for this role.

### **Induction**

There is an induction happening on the day of the event

## Safeguarding Questionnaire/ Reminder

**Who will you talk to if you observe or are told about child or adult safeguarding concerns?**

Name: Bryan Drummond

Contact: [Safeguarding.officer@allsouls.org](mailto:Safeguarding.officer@allsouls.org)

**Who is your Diocesan Safeguarding Adviser?**

Name: Vicki Preston

Contact email: [vicki.preston@london.anglican.org](mailto:vicki.preston@london.anglican.org)

**To whom are you directly accountable?**

Name : Pele Ling

Contact number : 020 39207622

Email: [pele.ling@allsouls.org](mailto:pele.ling@allsouls.org)