

Tea & Coffee Hospitality Volunteer Role and Responsibilities

At The King's Church, Wisbech our vision is: 'That we may present everyone mature in Christ' – by Loving Jesus, Building Relationships and Serving our Community.

By volunteering to be part of the hospitality team you are playing a part in making this a reality in your life as well as in the lives of others. The hospitality team exists to provide a warm welcome to people as they meet us at church. Hospitality demonstrates the love of Jesus in real and practical ways, helping people to feel welcome and comfortable and goes a long way in creating a safe place where faith can be explored and deepened.

The tea/coffee fellowship time is an integral part of the Sunday meeting. We want to see more ministry happening over a cup of tea. So, the refreshments time is a part of the meeting itself – just after the sermon. This will give time and space for people to respond directly to the sermon and receive particular ministry as well as everyone else being encouraged to pray for each other and exercise spiritual gifts whilst having a drink and a chat. So the cups of tea or coffee you make are perhaps more significant than you may have thought. The meeting will close with a song and the grace after the refreshments section.

Serving as a volunteer not only helps others, but it also helps you and your discipleship. 'Serving our Community' is one of the three core pillars of our vision and all three should be in place in your life in order for you to grow in maturity in Christ. So thank you for taking this step and we pray it will be a real benefit to your spiritual growth too. Your help is greatly appreciated.

Key Leader:

Tea and Coffee volunteers report directly to Lesley McChlery.

Volunteer Role Title: Hospitality Team Member

Preparation time required for this role: 10min (buying milk and biscuits to share)

Frequency: as per rota, but ideally once or maybe twice a month

General Role Description:

As a Tea and Coffee Volunteer in The King's Church, Wisbech you will be expected to:

- Arrive at church on Sunday at 9:00am, which gives you 60min to set up
- Supply milk and biscuits (can be reimbursed by church)
- Arrive on time
- Wear your name badge
- Carry plastic boxes from cupboard to coffee serving area
- Unpack what is needed from boxes, boil kettles of water
- Make tea, coffee and squash as required

- Drinks to be made in advance, so should be ready and in thermos flasks before 10am. (however keep flasks in preparation area until after the sermon, then bring out and place on table). We don't want people helping themselves to drinks in the first part of the meeting.
- Be a friendly face and offer a warm welcome to those you meet
- Read and action the church risk assessment for the preparation of tea and coffee
- Wash teaspoons after use
- Clean up tea / coffee preparation area after use
- Throw used bin bag into the green skip outside
- Inform Key Leader if anything is running low (tea bags, sugar, coffee, squash, cups etc)
- Pack away equipment and return it to the church cupboard in the Main Hall
- Inform Key Leader of availability for rota and as soon as possible if unable to attend on your scheduled slot
- Complete safeguarding and health and safety training once a year. If you cannot attend the date given this can be conducted virtually at home at your convenience.
- Be aware of The King's Church, Wisbech's health and safety policy and implement it.
- Be aware that safeguarding is everyone's responsibility. If you see or hear anything that concerns you whether it be regarding a vulnerable person or not, you must notify a leader preferably using a 'logging a concern' form which can be found in the church cupboard or on the church website.