

# Welcome to serving in your parish at St George-in-the-East



## Serving Opportunity: Sunday Welcome Team

St George-in-the-East 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.

The Sunday Welcome Team members undertake a safeguarding basic awareness training. This can be completed online. The training takes one hour to complete. The Operations Director, Katie Peel is responsible for ensuring you complete the basic awareness training course.

Please read the parish Safeguarding Policy Statement here:

[https://www.stgeorgeintheeast.org/files/ugd/4b4bfd\\_2ef85261ed034f91a322971711c0d69f.pdf](https://www.stgeorgeintheeast.org/files/ugd/4b4bfd_2ef85261ed034f91a322971711c0d69f.pdf)

The Parish Safeguarding Officer is Miriam Brittenden: [safeguarding@stgeorgeintheeast.org](mailto:safeguarding@stgeorgeintheeast.org)

### **Responsible to:**

The Head of the Welcome Team. Contact them via the office here: [office@stgeorgeintheeast.org](mailto:office@stgeorgeintheeast.org).

The head of the welcome team organizes the rota using WhatsApp. They serve voluntarily and are supported by the Parish Administrator, Katie Bail.

### **Key responsibilities and accountabilities:**

- To commit to serving on the Welcome Team for at least three months.
- To arrive on Sundays at 10:15am.
- To warmly welcome people arriving to attend the Parish Mass regardless of who they are.
- To ensure that people attending the Parish Mass receive an order of service, are aware of where the toilets are, provision for children, access needs and available seating is when they enter the church.
- Before the Parish Mass begins, to invite a member of the congregation to assist with the Offertory procession (bringing forward the bread and wine before the Liturgy of the Sacrament).
- Assisting the congregation during receiving Holy Communion.
- To tidy away and recycle discarded orders of service after the Parish Mass.
- To ensure cover is organized for any absence from the rota.
- To work in accordance with the church's policy on safeguarding.

**As someone serving at St George-in-the-East you can expect that we will do our best to ensure that:**

- We provide a supportive, inclusive, and positive environment that ensures you enjoy your serving and that you are treated with respect and courtesy and provided with support to carry out this ministry if needed.
- Your team is prayed for regularly at midweek mass.
- Serving opportunities can be discontinued at any time by our volunteers.
- People who serve voluntarily in the church are recognised and celebrated annually at the Dedication Festival on the Sunday nearest the 19<sup>th</sup> July.