**ROLE DESCRIPTION**

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| **Volunteer Role:** | Server |
| **Team:** | Cathedral Serving Team |
| **Volunteer Team Leader:**  [if there is one] | John Workman |
| **Member of Staff responsible:** | Canon Precentor |
| **Date of completion:** | July 2022 |

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| **1** | **Role Purpose** |
|  | Servers assist the clergy and vergers during the 11.15am Sunday Eucharist and at other occasional services**.** |
| **2** | **Tasks and activities to be undertaken** |
|  | * Helping to prepare for the service (arriving at least 15 minutes before or earlier if a rehearsal is required) * Processing the choir and clergy in and out of the Cathedral and other duties during the service. |
| **3** | **Contacts** |
|  | * Head Server * Other members of the serving team * Head Verger and other members of the verging team * The Canon Precentor and other members of the clergy * The Volunteer and HR Co-ordinator for general volunteering advice. |
| **4** | **Special Requirements** |
|  | As the role involves assisting at the 11.15 am Eucharist, servers must be communicant members of the Church of England.  There is a requirement for adults to undertake basic safeguarding training.  Adults training and assisting younger Servers will require a full Disclosure and Barring check. |
| **5** | **Skills** |
|  | No previous experience is required as full training will be given but we do need Servers who have:   * good time management * the ability to work as part of a team * a warm, friendly and helpful manner * an ability to listen to and carry out instructions calmly and efficiently * awareness of taking part in an act of worship |