**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.
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| **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.
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| **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
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