**ROLE DESCRIPTION**

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| **Volunteer Role:** | Steward |
| **Team:** | Cathedral Welcome Team |
| **Volunteer Team Leader:**  [if there is one] | Simon James |
| **Member of Staff responsible:**  if there is one] | Canon Precentor  Music and Liturgy Administrator |
| **Date of completion:** | May 2022 |

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| **1** | **Role Purpose** |
|  | To support the clergy and vergers in the smooth running of Sunday services and other major services e.g Ordination, Holy Week and Christmas Carol services.  To provide a positive and sensitive welcome to worshippers and ensure their safety throughout the service.  Our ‘Welcome’ is at the heart of all that we do in the Cathedral. |
| **2** | **Tasks and activities to be undertaken** |
|  | * Helping to prepare the Cathedral for worship * Welcoming members of the congregation, ensuring they have all they need to take part in the service * Assisting with the offertory collection * Directing the congregation at the administration of communion * Assisting with emergency procedures |
| **3** | **Contacts** |
|  | The Head Steward  The Head Verger and his team  The Canon Precentor  The Volunteer and HR Co-ordinator for general volunteering advice; |
| **4** | **Special Requirements** |
|  | A desire to understand and engage with the Cathedral’s Christian mission and in supporting its role as a living church is essential.  Requirement to undertake mandatory training, including basic safeguarding training. |
| **5** | **Skills** |
|  | No previous experience is required but we do need Stewards who have:   * good time management * excellent interpersonal skills with the ability to communicate effectively with a variety of visitors * a warm, friendly and helpful manner * an ability to listen to and carry out instructions calmly and efficiently |