**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **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 PrecentorMusic and Liturgy Administrator |
| **Date of completion:** | May 2022 |

|  |  |
| --- | --- |
| **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 teamThe Canon PrecentorThe 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
 |