



Messy Church Volunteer Role and Responsibilities

At The King's Church, Wisbech our vision is: 'That we may present everyone mature in Christ' – by Loving Jesus, Building Relationships and Serving our Community.

By volunteering for Messy Church you are playing a big part in making this a reality in your life as well as in the lives of others. We hope that as you chat, serve and worship at Messy Church your relationship with Jesus will grow and develop. We also hope that you will begin to build relationships not only with other volunteers but also with the families we are reaching. Please know that as you serve the community of Wisbech in this way, you are also serving the Church in the town and are playing a vital part in making Jesus known in our community. Thank you.

Key Leaders:

Messy Church Volunteers report to Matt McChlery. Kitchen Volunteers report to Becky Smith.

Volunteer Role Title: Messy Church Team Member

Preparation time required for this role: 30min (reading emails, food prep etc)

Frequency: Once a month on a Saturday from 2pm for kitchen volunteers, 3pm for other volunteers until 5:30pm (washing up volunteers 5:15pm – 6:00pm).

General Role Description:

- Be willing to receive feedback from the Key Leader to help improve your ministry as well as the overall ministry of Messy Church.
- Read and apply the church's Vulnerable Adults Safeguarding Policy and Procedure as well as other relevant policies to your role that the church will provide for you.
- Read all Messy Church emails, and respond in a timely manner if appropriate.
- Be prepared to pray for Messy Church independently and when possible at the prayer meeting beforehand.
- Arrive on time.
- Engage with visiting families (both adults and children) in a friendly and welcoming way, remembering Messy Church is for all-ages.
- Inform your Core Team Member if you are unable to attend with as much notice as possible.
- Complete safeguarding and health and safety training once a year. If you cannot attend the date given this can be conducted virtually at home at your convenience.
- Be aware of The King's Church, Wisbech's Health and Safety Policy and implement it.
- Be aware that safeguarding is everyone's responsibility. If you see or hear anything that concerns you whether it be regarding a child or vulnerable person or not, you



must notify a leader preferably using a 'logging a concern' form which can be found in the church cupboard or on the church website.

Craft Specific Role:

- Read and familiarise yourself with the Risk Assessment and Discussion Points for your designated activity.
- Welcome families and chat to them
- Explain as best you can the link between the craft activity and the Bible theme.
- Be ready and eager to talk about your faith, Jesus and the Bible.
- Be prepared to lead your activity, sharing the story and helping families enjoy their time at your table
- Join in with the Celebration 'modelling' how to get involved and encourage others to get involved too.
- Eating with the families
- Clearing up afterwards as much as possible.
- Emailing in reflections to the planning team on how the session went and on any thoughts / stories / changes / suggestions.

Welcome Desk Role:

- Ensure registration information is collected and given to Key Leader for filing.
- Hand out relevant flyers / information.
- Count how many people are in the building and keep a register for each Messy Church session and give to Key Leader.
- Keep donations basket safe and at a higher level where smaller children cannot reach.
- Arrange with Church Secretary for anything that is running out to be replaced (eg. Registration forms, name stickers, paper bags).

Kitchen Specific Role:

- Undertake Food Hygiene Level 2 training (online course)
- Ensure all Food Hygiene rules are being followed at all times
- Wash up what you can before the meal begins
- Working under the Kitchen Team Leader as required
- Preparing and cooking the meal
- Serving the meal if required
- Washing up
- Clearing up