

## Set Up Team 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 to be part of the set up team you are playing a part in making this a reality in your life as well as in the lives of others. The set up team exists to help with the physical preparation of the venue where we hold our meetings.

Serving as a volunteer not only helps others, but it also helps you and your discipleship. 'Serving our Community' is one of the three core pillars of our vision and all three should be in place in your life in order for you to grow in maturity in Christ. So thank you for taking this step and we pray it will be a real benefit to your spiritual growth too. Your help is greatly appreciated.

### **Key Leader:**

Set Up Volunteers report directly to Clive Butcher

**Volunteer Role Title:** Set Up Team Member

**Preparation time required for this role:** One-off job specific training (30min) & annual Health & Safety and Safeguarding Training that all our volunteers receive

**Frequency:** as per rota, but ideally once or maybe twice a month

### **General Role Description:**

- Arrive at church on Sunday at 9:00am
- Arrive on time
- Carry tables and chairs and position them in the room
- Pay attention to the Health & Safety advice given about how to correctly lift heavy objects
- Ensure tables and other pieces of furniture and equipment are set up safely
- Ensure there is enough space around the tables and chairs for people to move easily and freely
- Ensure nothing is blocking fire exits
- Assist Welcome Team with the setting up of banners
- Inform Key Leader of availability for rota and as soon as possible if unable to attend on your scheduled slot
- 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 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.