



[Insert local Church logo / details]

Volunteer Role Outline

Role Title: Welcome Steward

Responsible to: The Minister/Senior Church Steward

Purpose: Working in pairs on a rota basis, together with a Church Steward be responsible for the smooth running of worship.

Responsibilities: (update the below as required for your local church)

Before worship:

Arrive three quarters of an hour before worship

Switch on the lights in the church if necessary

Put carafe of water and glass for preacher, reader and members of congregation (placed at back of the church)

Check there are Readers/AV operators and people to serve refreshments

Light the candle on the communion table and prayer table

Report any safeguarding concerns to the minister or Safeguarding Officer

Greet and welcome people to worship

Assist any that need help to their seat e.g. move chairs for wheelchair access.

Give out any magazines/leaflets as instructed by church steward

After the service:

Remove and empty the water and wash glasses (give to those doing the coffee to put in the dishwasher)

Extinguish both candles

Assist the church steward in putting offertory into the church safe

Ensure all lights are off

Attend Foundation Safeguarding Training – to be renewed every 4 years

I have read and understood this Role Description and the Church Safeguarding Policy

Signed: _____

Name: _____

Date: ____ / ____ / ____