

St John's *west wickham*

Loving God, Our Community & Each Other...



**SERVING
OPPORTUNITIES**

You will probably be aware of some of the ways in which people give their time at St John's. Some of the roles people assume are seen and others unseen, but all are important. We recognise that service is a vital element of what it means to be part of a church and grow in our faith. It's also a means by which we look to express our vision of Looking 'Up' to God, 'Out' to our wider community, and 'In' to the church family.

In our church, we do not want anyone to take on too much. We hope every member feels able to take responsibility for something, ideally aligned to their passions, interests and gifts, and suited to the stage of life they are in. Part of the hope for our Teams is that they provide a context for people to explore how they might serve as part of our church. Please don't be afraid to ask one of the Team Leaders about where you might 'fit in'.

We currently find ourselves in a position where volunteers are needed to carry out some roles that have been done over a number of years by a faithful few. We are listing these roles here so that you are aware of current or imminent vacancies. In the light of these, we are inviting you to pray daily over the next 21 days in 3 particular ways:

- i) For our present situation and the gaps there are, and how God might be leading us to respond as His body;
- ii) With a personal openness to God's Spirit and the possibility that He might be inviting you to take on a role; and
- iii) With a sensitivity that God may wish you to share an encouraging word or invitation to someone else in the church family.

The descriptions will hopefully give you a feel for what the role involves. However, we imagine that in most instances it would simply be a prompt for a discussion to find out a bit more as to what the position entails.

CHILDREN & YOUNG PEOPLE

Creche Leader (Under 2s)

When

Sunday Morning during our 10am service, no more than twice per month.

What's Involved

- Ensuring room is safe and ready before the children come upstairs – lining up age-appropriate toys;
- Completion of the registers;
- Looking after the children during the service, which includes changing of nappies and distributing snacks/refreshments.
- Clearing and tidying the room at the end of the session.

Experience Required

DBS checks are undertaken, but no formal experience is needed. A willingness to be enthusiastic and fun, and some capacity to cope with a few tears.

Speak to Rachel Harris - mrsrachelcharris@googlemail.com

Tots Leader (2-4 year olds)

When

Sunday Morning during our 10am service, no more than twice per month.

What's Involved

- Ensuring room is safe and ready before the children come upstairs;
- Prepare and lead a story from the 'Tiddliwinks' resources, and any associated games/songs/activities;
- Completion of the registers;
- Distributing snacks/refreshments, in accordance with any intolerances / allergies;
- Clearing and tidying the room at the end of the session.

Experience Required

DBS checks are undertaken. Some experience of looking after children in this age bracket might be helpful for planning activities, but is by no means a pre-requisite. Enthusiasm and an ability to sit on the floor go a long way - the rest we can help out with.

Speak to Rachel Harris - mrsrachelcharris@googlemail.com

Sunday Club Helpers (5-13 year olds)

When

Sunday Morning during our 10am service, no more than twice per month – school term time only.

What's Involved

- We need some assistants to ensure there are 2 adults with every group – this allows a gentle way in to gain a feel for what leading a group is like;
- There is an opportunity for 'leading' a group, which involves a bit of bible teaching based on resources that are provided – some preparation (c15 mins per session) is required in advance;
- Helping transfer the kids to and from the church to the nursery in the park.
- Distributing snacks and refreshments.
- Clearing and tidying the room at the end of the session.

Experience Required

DBS checks are undertaken, but no formal experience is needed. It's a high octane group with a reflective edge. You would be joining a relaxed team who are very supportive, and it's very rewarding to hear the questions the young people ask – and the answers they supply.

Speak to Julie Lancaster - julie.lancaster08@gmail.com

Friends & Heroes Helpers (5-11 year olds)

When

Once a month on a Sunday afternoon (3:30-5:15pm) – typically first or second Sunday of the month.

What's Involved

- Helping to do any of the following - oversee children's games, serve a picnic tea, chat to parents, make sandwiches, set up & pack away, doing the shopping, or prepare craft activities;
- The level of commitment varies according to the role:
 - For helpers on the day - 2½ hours;
 - For leading an activity – 2 hours preparation ahead of session;

- For refreshment preparation – 2-3 hours shopping and preparing sandwiches.
- Nurturing new relationships with families who do not attend St John's regularly.

Experience Required

DBS checks are undertaken, but no experience required, other than a willingness to muck in and support a friendly group of families having fun and hearing bible stories applied to life situations. If you enjoy a good cuppa and a chat, you can help out.

Speak to Angela Walters – angela.walters@yahoo.co.uk

Cru2 Leader (7-11 year olds)

When

Tuesday evening, 6:15-7:30pm, term time @ the Assembly Rooms in Gates Green, Road.

What's Involved

- Building relationships with the children and families;
- Planning and delivering session content, which includes teaching, games and crafts, as well as trips out;
- An ability to delegate roles to other team members;
- Planning meetings to ensure everything is running smoothly organisationally;
- Communication with families to ensure they know what's happening;
- Pastoral Care of the children attending, including an awareness of safeguarding matters and safety of the young people generally eg allergies, hazardous activities, etc

Experience Required

DBS checks are undertaken. You'll be joining a small but dedicated team. Some experience of oversight of a team and varied activities might be helpful, although everyone pitches in. It's obviously going to help if you feel comfortable around children, but the role comes with all the privileges of working with young people, as they share with you what's going on in their lives.

Speak to Dawn Tickner – d.tickner@surrey.ac.uk

Club 2000 Leader (11-14 year olds)

When

Tuesday evening, 7:30–9:00pm, term time @ Coney Hill Baptist Church.

What's Involved

- Lead activities such as group games and sports;
- Planning and delivering a group session, which involves exploring a range of issues and topics relevant to young people and seeing what the bible has to say about them;
- Organising and co-ordinating termly trips, such as Ten-Pin Bowling and Tobogganing – which can mean a slightly later evening than 9:00pm;
- An ability to delegate roles to other team members;
- Planning meetings to ensure the smooth running of the evenings;
- Pastoral Care of the children attending, including an awareness of safeguarding matters and safety of the young people generally eg allergies, hazardous activities, etc;
- As Leader, you'll need to be there at 7:15pm and there is a team clear up at the end of the session for about 15 minutes.

Experience Required

DBS checks are undertaken. Some experience of working with young people is essential.

The group is currently made up of a core group of 8-10 young people, with a great mix of those who attend church and those who don't. It's great fun. Sometimes you'll be involved in odd and silly activities, it will test your fitness on occasions, and your faith as well, as there are often searching questions.

Speak to Marc Bassott – marcbassot@btinternet.com

14plus Helper (aka 14plus Superstar)

When

Thursday evenings, during term-time (7:00-10:00pm) @ SJs. There are a few additional social occasions throughout the year, and Soul Survivor (5 days) over the Summer.

What's Involved

- Relating and engaging with the youth – offering support and prayer when needed;
- Opening SJs on Thursday at 7:00pm and setting up ready for a 7:30pm start;
- Helping clear away and lock up - 9:30-10:00pm;

- Responsibility for admin eg Consent forms, Register, Soul Survivor money.
- Involvement in planning meetings during half-terms and school holidays.

Experience Required

DBS checks are undertaken, but a relaxed attitude and an ability to roll with the fun of youth work are the chief requirements. It's always refreshing to hear their points of view and discuss issues that face youth today. Liking cake helps, and you're guaranteed to have a laugh.

Speak to Dan or Sarah Leeves

dtleeves@gmail.com or sarah.leeves@hotmail.co.uk

CHURCH TEAMS

Faith Sharing Team Leader

When

The Team meets approximately once every 2 months, and there are 3-4 meetings per year with the leaders from across the Teams.

What's Involved

- Co-leading the Team, which is tasked to encourage and enable the church family to share their faith effectively in the contexts they find themselves;
- Investigating and researching ways in which the church can engage in evangelism and outreach;
- Think about how we engender a culture in the church where faith sharing is part of our spiritual DNA;
- Review the more structured, process evangelism courses we offer and their suitability for our community;
- Consideration of the timing and nature of 'outreach events' that the church might look to put on.

Experience Required

You don't need to be an evangelist with a proven track record, simply a disciple of Jesus who has a heart and conviction that others need to know Him as their Lord and Saviour.

Speak to Mike Slatter - msslatter149@btinternet.com

Social Action Team Leader

When

The Team will meet at an interval to be decided by the Team Leaders. There are 3-4 meetings per year with the leaders from across the other Teams.

What's Involved

- Co-leading the Team, which is tasked to encourage and enable the church family to engage with and respond to local, social needs;
- Enable the Team to analyse what the perceived needs are in our community and assess whether we are placed as a church to respond;
- Engage with other local agencies and organisations in considering the above;
- Consider how what we currently do as a church dovetails with any social action we might look to explore, and whether existing activity can be enhanced;

Experience Required

No formal experience is required, but a heart to respond to the felt or perceived needs of our community is a great starting point.

Speak to Aston Stockdale - astonstockdale@hotmail.co.uk

FINANCE

Treasurer

When

There are regular commitments as outlined below, but the duties of the Treasurer can largely be fitted around someone's personal diary.

What's Involved

- The primary duty is to manage the church finances alongside the Finance Committee, a team made up of the Treasurer and 2 other members of the church;
- The role can be broken down as follows:
 - Weekly (c 1 hour) - review & approve expenditure forms & complete payments;
 - Monthly (c 5 hours) – record (i) the regular income the church has received; (ii) the banked offering from information received from the Gift Aid Officer; (iii) total income on Finance Coordinator (finance software) & reconcile the church ledger to the bank statement;
 - Annually (c 10-15 hours) – Prepare for an Independent Examination of the church's finances, produce a budget for the coming year, present to the wider church our Financial Statement and review our policies for finance and investment.

Experience Required

An accounting or finance background is preferable, or at least a strong familiarity with handling accounts and budgets.

Speak to Christine Blackburn – blackburnchristine@yahoo.co.uk

ADMINISTRATIVE

Weddings Verger

When

For about 3-7 weddings per year, most of which typically take place on a Saturday afternoon.

What's Involved

- Writing up of the Banns of Marriage and ensuring they are read on three Sundays in church, as well as completion of Banns Certificate for 'away' weddings (c 15 mins per certificate);
- Completion of the entries in the Wedding Registers in preparation for the wedding;
- Completion of quarterly wedding returns for the Superintendent Registrar at the London Borough of Bromley (approximately 1 hour).
- Attend the wedding ceremony and oversee the signing and witnessing of the Registers and Certificate.
- Opening and locking up of church on the wedding day itself, including returning church to 'normality' (including ceremony, means about 2-3 hours per wedding);
- You receive a fee of £55 (as of 2016) per wedding for undertaking this role.*

Experience Required

Clear and legible handwriting is an advantage, but no experience is required as full training will be provided. The unexpected bonus of the role is being able to share in the joy and pleasure of such happy occasions.

Speak to Michael Fletcher – michael.fletcher97@ntlworld.com

**This role could be split, so that the administrative work involved is taken on by an individual and there is no requirement to be in attendance on the wedding day. Please state if you are interested in that capacity, but note that the fee attaches to the 'verger' role played on the day itself.*

PCC Secretary

When

The 7 PCC meetings a year which are held on different weekday evenings from 8:00-10:00pm, as well as the once yearly APCM which takes place on a Sunday Morning.

What's Involved

- Taking the minutes of the PCC meetings, which are edited with Jon and then distributed to the PCC members;
- Drafting a provisional agenda for meetings;
- Distribute electronically all paperwork associated with the PCC meetings;
- Completion of the entries in the Wedding Registers in preparation for the wedding;
- The PCC meetings tend to last about 90 minutes. There is approximately a fortnight in which to produce the minutes;
- The APCM generates more work than a typical meeting and there are documents to file with the Diocese afterwards;

Experience Required

There are no specialist skills required. The ability to write up details of meetings concisely and clearly is important. The role provides a great window on the church leadership and puts you in direct contact with plenty of church members. Previous secretaries will provide help and advice along the way.

Speak to Paul Kingman – pk@kingman.plus.com