



SENIOR STEWARD TEAM MEMBER



VOLUNTEER CODE OF CONDUCT

We at **St Francis** seek to put God at the centre of who we are and all that we do. Church is not just about Sundays, but the whole of life. Whether we are alone or with others, we are always the church – called into relationship with God through His love and kindness.

We intend our Sunday services to honour God and to equip us for doing Life with God during our whole week with family, friends and work colleagues.

We believe that our behaviour should be of a high ethical standard that brings glory and honour to God. We believe that every human has been made in the image of God and as such should be treated with dignity and respect. Our desire as a church team is to inspire, encourage and build one-another up in our efforts to glorify God in our work and we value living in accordance with the gospel.

Helpful practises to consider in a volunteer role:

- 1) Carry out our duties in a way that glorifies God and honours his Church.
- 2) Treat everyone with care, kindness, honesty, love and respect regardless of their race, gender, sexuality, position or religious beliefs.
- 3) In all financial matters act with integrity and transparency, being able to give an account publicly for all monies handled by us on behalf of others.
- 4) Encourage and support each other and church members.
- 5) Where disagreements or grievances occur and a resolution is not forthcoming, we will seek additional assistance.
 - a) In instances of conflict or division, we will make every effort to biblically pursue reconciliation and resolution.
 - b) Issues pertaining to criminal actions, allegations of abuse, serious misconduct, bullying or sexual misconduct will be referred to the appropriate authorities.
- 6) When interacting with minors (people under the age of 18) we shall promote trustworthy and honest relationships between minors and adults. It is essential that all volunteers understand and apply the principles of the Church of England Code of Safer Working Practice see link to [Safety and Wellbeing](#) at the bottom of our on our website home page (st-francischurch.org.uk)

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Thank you very much for being willing to give your time on a Sunday to help us serve our church family and visitors. Our aim is to make sure the church service runs smoothly so that people are able to respond to the gospel and our Stewarding Team plays a big part in that.

As a member of the Stewarding Team:

- You will be responsible to Jean de Garis, the Vicar.
- You will be serving alongside a team of Welcomers.
- The rota works on a monthly basis, which allows for 1 week on, 3/4 weeks off.

Key responsibilities

- Arrive at 9am for the 9.30 service or 10.30 for the 11am service - 30 minutes before the church service begins so that doors can be allocated, and the team has time to pray.

Clergy will usually open up the church in advance. Once in, you can access keys in the key safe (using 2-0-1-7) so that you can lock up if needed. If you are last to leave, please lock all the doors including the top doors in the Lady Chapel, and put the keys back in the key safe. (The Lady Chapel key is behind the door in the vestry). You can then leave via the carpark door which will lock behind you. Otherwise, the set up is only lights and perhaps switching on tech – though clergy will probably have done it already. Mics are not put away currently.

We ask people to use the hand gel. Entry for the congregation is usually via the Beatrice Room. Refreshments are served 10.30 – 11 am in the Beatrice Room.

The SS roles that are especially useful at present are:

- Count the number of people in each service (needed for church registers).
- Open / close the youth lounge & hall.
- switch alarm off / on for church and hall (unless agreed otherwise with staff).
- switch on / off the "tapestry" light behind the Communion Table.
- turn on the water and water heater in cupboard behind the kitchen.
- turn on kitchen dishwasher at the wall and on the machine .
- turn on the cross lights (two switches in the cupboard in the chapter room).
- assist with welcome when needed.
- light the communion table candles by 9.15am.
- switch on "down" flood lights by 9.20 am (save electricity until then).
- lock up and switch off all lights at the end (around 12.45 pm).
- the north aisle lights are controlled from the back. Hold for 3 secs to switch them off after the service. Please do not dim them.

- The south aisle lights are controlled from the switch near the font. As above, please do not dim them – just press and hold to switch off.
- switch off the PA following the guidelines on the switches by the drums.

Many thanks for your time and dedication to this.

Please refer to the Volunteer Code of Conduct for more information about what we value in and expect of our volunteers.

How do I swap?

It is completely understandable that you may need to swap your date on the rota if you have other commitments. We would ask that once you are aware of your need to swap, you try and organise the swap as soon as possible. You can do this by sending a ChurchSuite email to those on your rota and then changing the names for the different dates once the swap is organised.

Once you have made the swap please inform your team leader and don't forget to double check the dates with the person you swapped with so you know when you are next serving! If you are unable to find someone to swap with please let the Church Administrator know.

Illness

If you are unwell or have a persisting illness on the day you are scheduled to serve, please let the Church Administrator know on 07837 968417