



### **Role description for ad hoc members of Events Vision Group at All Saints**

**Role:** To help with the organisation of and smooth running of specific Events at All Saints church as and when available.

#### **Role Requirements:**

**To be:** To be a person of integrity, honest, always respecting others views and to hold Christian values.

#### **To do:**

To agree to helping with specific events as and when needed to include one or more of the following as agreed:

- To sell tickets for such events, keeping a track of who tickets are sold to
- To help prepare food and drink for specific events, adhering to food hygiene guidelines, particularly when transporting such food
- To act as Safety Steward
- To help set up for events as required
- To help serve the food and drink as required
- To act as cashier if required at such events
- To help clear up after such events
- To read and adhere to all aspects of the All Saints Safeguarding Policy ([www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy)), including recruitment and training requirements; and all other Policies of All Saints Church.

**Reports to:** The Events Vision Group leader

**Agreement:** I agree to being an ad hoc Events Group Member at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved September 2018