

Role description for Fete/Fayre Team Leader at All Saints

Role: To help with the organisation of and smooth running of the Fete/Fayre at All Saints church.

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 help plan and bring to fruition the church Fete/Fayre
- To organise the various stalls and source teams of helpers to run each stall/event
- To help set up for events as required
- In the event of rain ensure that the hall capacity of 80 is not exceeded
- To ensure that members of St. John's or similar are present on the day
- To act as cashier if required at such events
- To supervise additional event helpers
- To ensure that those selling age appropriate items are not sold to under-age children according to government guidelines (this includes alcohol, computer games, etc)
- To take responsibility for specific parts of an event
- To help clear up after such events
- To ensure that all helpers at the event are aware of the Risk Assessment and Health and Safety rules
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: Events Vision Group Chair

Agreement: I agree to being a Fete Team Leader All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved May 2019

Form updated May 2022