

## St Paul's Volunteer Roles

	What	When	Contact
<b>St Paul's Tots</b>	1) Help with serving refreshments <b>OR</b> 2) Doing crafts with young children <b>OR</b> 3) Reading stories to young children	Alternate Mondays 10:00 to 12:00	Suzan Burrell / Tina Sampson-Smith
<b>St Paul's Food Pantry</b>	1) Take cardboard boxes to the Recycling Centre on Blackstock Rd <b>OR</b> 2) Crates to be returned to Aldi and the Co-op <b>OR</b> 3) Help with cleaning fridges	Anytime, but only after pre-arrangement with Tina or Andy, to ensure access, and checking opening times of the recycling centre	Tina Sampson-Smith
<b>St Paul's Lunch Club</b>	1) Serving food 2) Helping to clear up / wash-up at the end	Alternate Wednesdays – 11:30 to 14:00	Peter Franklin
<b>Children's Corner</b>	1) Setting up and clearing away	Alternate Sundays – 09:45 to 10:00 & 11:30 to 11:45	Suzan Burrell
<b>Welcoming</b>	1) Welcoming people and handing out worship sheets & generally being available to help in any way. 2) Count people attending 3) Taking Thanksgiving offerings to the altar	4 to 6 weekly on Sundays 09:30 to the end of the service	Sue Rice
<b>Serving Refreshments</b>	1) Preparing refreshments for after Sunday services 2) Serving refreshments and clearing up / washing up	4 to 6 weekly on Sundays 09:40 to 9:55 & from the end of the service to 12:30 or sooner	Andy Rice
<b>Bible Reading</b>	1) Reading two Bible passages during the Sunday service	4 to 6 weekly on Sundays between 10:00 and 11:00	Peter Franklin
<b>Prayers</b>	1) Preparing and saying prayers during the Sunday service	4 to 6 weekly on Sundays between 10:00 and 11:00	Jon Hidden
<b>Serving During Communion</b>	1) Preparing the chalices and plates before the Sunday service 2) Assisting the celebrant at the communion table 3) Washing and putting away chalices etc.	Once every 2 months on Sundays between 10:00 and 11:00	Peter Franklin
<b>Church Linen</b>	1) Washing and ironing the church linen	3 times per year	Jacqui Herbert
<b>Chiming the Church Bell</b>	1) Ringing the bell before the Sunday services	1 Sunday per month between 09:45 and 10:00	Suzan Burrell
<b>Grass Cutting &amp; Garden Maintenance</b>	1) Cutting & strimming the grass in the church grounds. This is a job for able-bodied people, preferably with some experience of using large lawnmowers, <b>OR</b> 2) Cutting back of shrubs etc. & keeping the church grounds tidy	As necessary and weather permitting. Usually once a month April to October / November	Peter Franklin
<b>Moving Church Furniture</b>	1) Moving tables and chairs to accommodate activities in church and / or putting them back	Once a week for an hour at various days and times	Andy Rice
<b>Memorial Service</b>	1) Prepare and issue invitations to people that may wish to attend.	Once per year towards the end of October	Peter Franklin

**NOTE: All the tasks above are not limited to people attending services at St Paul's. All are welcome.**

As at April 2024