

Example Role Outline: Welcomer

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Team.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Children / Adult Social Care in an emergency.

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| **Role** | Welcomer |
| **Responsible to** | Welcome Team Leader |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)

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| As a welcomer you are the first ‘face’ that people are likely to meet as they arrive, we want that to be a blessing to others, so please do be warm and helpful. For visitors in particular walking into an unknown space can feel daunting. Our job is to offer them the sort of welcome that Jesus would. Main responsibilities include.* Praying for the service, and for anyone who you might welcome beforehand.
* Arriving at 10.30am to help the Assistant/Warden if needed.
* To welcome people at the door, give them a copy of any relevant documents for the service, direct them to refreshments or into the worship area etc.
* Make a special effort to look out for visitors and make them a priority. If you think it’s appropriate introduce them to someone from the congregation. If they have children, explain to them the children’s work provision, and changing facilities.
* At the start of Service encourage people to take a seat in the worship area.
* Whilst you can be a part of the worship, please be seated at the back of the church and look out for latecomers.
* Gather up the offering, and ensure that it is brought to the front during the offertory.
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| **Any arrangements for induction, training & support**  |
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| For example:

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| Safeguarding training every three years.* Basic Awareness and Foundations.
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| Relevant training and induction before starting work.* Please see the Welcome Team Leader who will induct you.
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

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| Please attend the Church 30 minutes before the start of Service.Remain until 30 minutes after the Service  |

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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | No |
| **Level of criminal record (DBS) check which is required for this role** |    |