

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Messy Church	Position	Kitchen Coordinator
Nature of Ministry	<p>As a Kitchen Coordinator at Messy Church you will work closely with other kitchen volunteers to prepare and serve nutritious meals as part of the monthly Messy Church worship service.</p> <p>The purpose of this ministry is to help families, children and adults, to worship God and grow as followers of Jesus.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Work with Messy Church Team to plan meals for Messy Church. 2. Coordinate volunteers that with the cooking, serving of meals and the cleanup of the kitchen and participate in the same as needed. 		
A Person Well-Suited	<p>Will enjoy working in a people and task-oriented, structured and unstructured environments.</p> <p>Will be enjoy working in a team setting and have good organizational and communication skills.</p> <p>Will be a growing Christian.</p> <p>Will enjoy working in a kitchen and have comfort in working with commercial kitchen equipment.</p> <p>Will care deeply for faith development of children and adults.</p> <p>Spiritual gifts that may apply to this ministry include: creative communication, helps, leadership.</p>		
Time Commitment	Monthly Messy Church worship service and preparation. Monthly team meetings.	Length of Term	A one-year commitment is requested.
Participation Group	Working mainly with the Messy Church Team and Kitchen Volunteers.		
Support, Supervision and Training	Training is available by the Messy Church Team and Coordinator. Supervision is by the Messy Church Coordinator.		
Boundaries and Limitations	Strict adherence to the diocesan Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them. Follow Messy Church best practices.		
Benefits to Volunteer	<p>The volunteer will enjoy working with an awesome team of volunteers.</p> <p>The volunteer will have the satisfaction of preparing and serving a fabulous meal as part of the Messy Church worship experience.</p> <p>The volunteer will have the satisfaction of helping adults and children to learn and worship God together.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Working mainly with Messy Church Team. Does not work alone with children. Supervised by Messy Church Coordinator.	Low
Setting	Kitchen and dinner serving area. Team meetings.	Low
Nature of Relationship	Working in a team setting and sometimes by yourself.	Low
Degree of Authority	Low authority and perception of power	Low
Physical Safety	Cooking equipment can be dangerous. There is significant risk of injury and a high duty of care around food safety.	High
Financial	May incur expenses to be reimbursed by the parish.	Low
Privileged Information	Low potential for receiving privileged or confidential information.	Low
Damaged Reputation	Low risk of accusation.	Low
Key-Holder	Kitchen access.	Low
Risk Level Assessed	Medium	

Screening Requirements	
X Training is required.	Training is offered, but not required.
X Interview is required.	References are required.
Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
Signed statement regarding confidentiality required.	X Signed statement regarding ministry description required.
X Signed statement regarding policy on ministry with vulnerable persons required.	Key-holder agreement required.

I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Signature

Date