

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Worship	Position	Fellowship Host
Nature of Ministry	<p>As a member of the Worship Team, you will host the fellowship following the parish's worship services.</p> <p>The purpose of your ministry is to enhance the worshipping community's life in hospitality and welcome.</p> <p>This ministry involves the preparation and serving of coffee, tea, and other refreshments following the worship services of the church.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Arrive for worship in time to set up refreshments to be served following the worship service before the service begins. 2. Serve refreshments following the worship service. 3. Clean up, and put away all refreshments, dishes, and equipment to be ready for next event. 		
A Person Well-Suited	<p>Will be comfortable working in a people and task-oriented, somewhat structured environment.</p> <p>Will be a growing Christian.</p> <p>Spiritual gifts that may apply to this ministry include: hospitality, giving, helps/service, pastoring, serving.</p>		
Time Commitment	Approximately three hours per week.	Length of Term	A one-year commitment is requested.
Participation Group	Volunteering with other hosts and serving the entire worshipping community.		
Support, Supervision and Training	The hospitality team works together and provides mutual supervision and training.		
Boundaries and Limitations	This ministry description outlines the limits of this ministry responsibility.		
Benefits to Volunteer	<p>List the benefits of volunteering in this role, such as ...</p> <p>The volunteer will grow in their own faith as they practice hospitality and welcome worshippers and visitors, facilitating fellowship among the people of God.</p> <p>The volunteer will enjoy a closer relationship with other members of the hospitality team and worshippers.</p> <p>The volunteer will play a key role in the parish's life of hospitality and worship.</p> <p>The volunteer will be part of an amazing team that provides hospitality and facilitates the welcome of newcomers to the parish.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Works with other members of the hospitality team and serves the entire worshipping community.	Low
Setting	Mostly public settings.	Low
Nature of Relationship	Serving in background with others.	Low
Degree of Authority	Low perception of authority.	Low
Physical Safety	Some dangers to physical safety related to work in a kitchen and the handling of hot beverages or food.	Medium
Financial	May submit receipts for reimbursement of expenses.	Low
Privileged Information	No access to privileged information.	Low
Damaged Reputation	Low risk of accusation or damaged reputation.	Low
Key-Holder	Key required for access to kitchen, Activity Centre, and crypt kitchenette.	Medium
Risk Level Assessed	Low	

Screening Requirements	
<input type="checkbox"/> Training is required.	<input type="checkbox"/> Training is offered, but not required.
<input checked="" type="checkbox"/> Interview is required.	<input type="checkbox"/> References are required.
<input type="checkbox"/> Police Records Check (PRC) is required.	<input type="checkbox"/> PRC with vulnerable sector screening required.
<input checked="" type="checkbox"/> Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.)	<input checked="" type="checkbox"/> Signed statement regarding ministry description required.
<input type="checkbox"/> Signed statement regarding confidentiality required.	<input checked="" type="checkbox"/> Key-holder agreement required.
<input type="checkbox"/> Signed statement regarding policy on ministry with vulnerable persons required.	

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

Full name (please print)

Signature

Date