



Opportunities
to serve and
feel part of
the
community
of Sutton
Coldfield
Baptist
Church

JOIN THE TEAM

Sutton Coldfield Baptist Church
*Making Sense of Life Together,
Sharing the Love of Jesus*

Volunteering Handbook

Thank you for being willing to consider volunteering with our church.

We believe that volunteering helps us grow in our desire to be more like Jesus, gives an important outlet for our God given talents and enables us to feel a sense of belonging and fulfilment.

As a Church we are committed to the life and love found in Jesus, shown in the Bible and experienced by His Spirit. We believe Him to be central to all we do. Our mission statement tells us the core values of all our activities.

Making sense of Life – We seek to be relevant and realistic in all we do.

Together – We work collaboratively and support each other

Sharing the Love of Jesus - We believe in compassion and grace, and welcome all, to tell them of the difference Jesus can make

We expect those who represent us in teams to share these values, and act in accordance with these principles.

We believe in working together in teams to share the love of Jesus. No one person can do it all, rather we need each other to bring Jesus to a hurting world. Serving Jesus, can be costly in terms of time, energy or heartache, but we believe it is worthwhile, because whatever is precious and significant is often born through sacrifice. Nevertheless, through teamwork, we seek to help each other, so that no one person is ever isolated, defeated or unsupported

In this booklet you will see a whole range of activities, spiritual or practical, occasional or weekly, requiring spiritual maturity or suitable for the youngest Christian. As you read this booklet ask God to prompt you and we trust he will begin to speak to you about how to use your time and gifts. If you want to volunteer or explore volunteering with specific activities please contact the relevant Team Leader, and they will arrange for a quick chat and put you in touch with the leader of the activity. For roles needing a bigger commitment you will have the opportunity to come for a few

sessions and try the activity out to see if it is right for you. If having read the booklet you are still unsure what God might

be leading you into then you may like to arrange a meeting with Georgina (georgie@scbc.org.uk) or Donald (donald@scbc.org.uk) to talk through in general terms how you can be involved.

In addition to this booklet, the monthly magazine has details of current opportunities and one-off events to help with.

Some roles will require DBS clearance, the office can help you get this. Some roles require helpers to have been with the Church for at least one year and hold to our leader's values which are found at the end of this booklet.

The booklet is divided into the following sections

Midweek activities for the community

Youth and Children's work

Pastoral Care

Sharing faith

Practical tasks

Sunday roles

Prayer and worship

Activity Name: **Artability**
Time of Activity: **Mondays 10.00 am – 1.00 pm**

Core interests for helpers:

Art and crafts
Befriending

Aim of Activity:

To provide a relaxed environment and encouragement for anyone who enjoys painting, drawing, sewing, card making, craftwork, making jewellery and to gently share the love of Jesus.

What happens?

Members gather around a table at the church and work on their craft project, talking as they work.



Role of Helpers:

Join in with art and crafts
Welcome and befriend the guests
Pray for or, if requested, with guests

Requirements of Helpers:

Able to offer advice on how to practise different art forms
Be friendly and welcoming
Good listener

Time Needed: 3 hours on a Monday

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)
Activity Leader: June Smith

Midweek activities for the community

Activity Name: **5Fs**
Time of Activity: **Mondays 1.30 – 3.30 pm**

Core interests for helpers:

Health and fitness for the older members of the community
Offering friendship

Aim of Activity:

To provide opportunities for the over 50's to pursue wholeness (body, soul and spirit) in a safe Christian environment.

What happens?

Over 50s gather in the Church hall and divide into two groups. The more active group is led in exercises by a qualified instructor, the less able group are led in chair exercises. All then gather for refreshments and a short talk.

Role of Helpers:

Welcome and befriend the guests
Encourage participation
Pray regularly for those who attend

Requirements of Helper

Be friendly and welcoming
Pray for or, if requested, with guests



Time Needed: 3 hours on a
Monday

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Team Leader: Pastoral Team Leader

Activity leaders: Merle Burke, Mai Williams

Midweek activities for the community

Activity Name: **Open Door**
Time of Activity: **10:00 am - 12:00 noon Tuesdays**

Core interests for helpers:

Creating community
Welcoming
Befriending

Aim of Activity:

To have church premises open during the week to make contact with any people who come through the Open Door and to build relationships in order to be able to invite them to further church activities.

What happens?

Members of the public drop in for a drink and a cake.

Role of Helpers:

To work with a team to make the lounge/foyer a welcoming venue
To serve refreshments
To chat with visitors
To help with clearing up afterwards
Pray for or, if requested, with guests

Requirements of Helpers:

Be friendly and welcoming
Good listener



Time Needed: 9:30 am to set up to 12:15 pm, after clearing up

If interested please contact:

Team Leader: Pastoral Team Leader
Activity Leader: Barbara Phillips, Merle Burke

Activity Name: **Tuesday Lunch Club**

Time of Activity: **Tuesdays 12 noon – 2.30 pm**

Core interests for helpers:

Love for the lonely and vulnerable

Aim of Activity:

To provide a meal and friendship for the elderly.

What happens?

Vulnerable members of the community, gather for a drink and a chat, they are then served a hot nutritional meal.

Role & Requirement of Helpers:

Befrienders

Welcome and befriend the guests

Pray for or, if requested, with guests

DBS and holding to leader's values (see Appendix)

Kitchen Help

To help prepare food

To serve the meal and wash up

Basic kitchen skills

Drivers

See "Drivers" elsewhere

Time Needed: 3.5 hours per week

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity leaders: Moira Hallett

Midweek activities for the community

Activity Name: **Soup Run**

Time of Activity: **Tuesdays (2nd and 5th) 6:30 – 10.00 pm**
Thursdays (4th) 6:30 – 10.00 pm

Core interests for helpers:

Care for the homeless and vulnerable

Aim of Activity:

To feed and to value the homeless, sharing the love of Jesus with them.

What happens?

Food is prepared in the Church kitchen, loaded onto the mini bus, and taken to a central Birmingham location, where each night a different church serves those on the streets who gather for food. The bus returns to church to clear up.

Role of Helpers:

Prepare food
Serve food, greet homeless
Wash up afterwards
Pray for or, if requested, with guests

Requirements of Helpers:

Confidence and friendliness

Drivers

See “drivers” elsewhere



Time Needed: Tuesday or Thursday evenings
Once or twice a month

If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)
Activity Leaders: Richard & Jo Dolphin & Louise Harrison

Activity Name: **Ladies Fellowship**

Time of Activity: **Thursdays 2:00 - 3:00 pm**

Core interests for helpers:

Care for the female members of the community
Offering friendship

Aim of Activity:

To provide fellowship, support and encouragement to ladies.

What happens?

Ladies gather, have a short service of worship and a talk, and stay on for coffee and conversation.



Role of Helpers:

To befriend, encourage and get alongside the ladies that attend
Pray for or, if requested, with guests

Requirements of Helpers:

Be friendly and welcoming
Good listener
Enjoyment and comfort in relating to older members of the community
DBS and holding to leader's values (see Appendix)

Drivers

See "drivers" elsewhere

Time Needed: 2 hours a week 1.30-3.30

If interested please contact:

Team Leader: Pastoral Team Leader

Activity Leader: Carol Young, Janice Ratcliff, Isobel Pearson

Midweek activities for the community

Activity Name:

Friday Diner

Time of Activity:

Friday Lunchtimes 10:30 am - 2:30 pm

Core interests for helpers:

Creating community
Befriending



Aim of Activity:

To provide a welcoming and friendly place for people to bring their friends, family, colleagues and neighbours for lunch in the church hall, so that we can build relationships with non-Christians and prompt them to think about God.

What happens?

Members of the public drop in for a cheap and simple meal

Role & requirements of Helpers:

Any of the following:

Greeting and welcoming guests	Welcome and befriend the guests Pray for or, if requested, with guests
Serving tables	Be friendly and welcoming Carrying food
Kitchen help	Basic cooking skills
Setting up tables (10 – 11.30 am)	Medium manual work
Washing up	Washing dishes and using dishwasher

Time Needed: 2-4 hours on Friday lunchtime as many times a month as is offered

If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)
Activity leader: Cath Horne

Midweek activities for the community

Activity Name: **Second Thoughts - Shop**

Time of Activity: **Mondays to Fridays 9:15 am - 3:00 pm**

Morning session 9.00 – 12.15 or afternoon session 12.00 – 3.15

Core interests for helpers:

Befriending

Providing a listening ear

Aim of Activity:

To provide low cost quality second hand goods, grants to individuals and groups on the Falcon Lodge estate as well as information and support.

What happens?

Members of the community enter our shop either looking for affordable clothes, toys etc. and/or a listening ear. Donations of clothes etc. from the church are sold and the funds channelled back into resourcing the shop and the community.



Role of Helpers:

To be part of a team of 3 volunteers on each shift
Any or all of the following:
Serving in the shop, working on the till
Making tea and coffee
Talking to customers
Pray for or, if requested, with guests
Sorting goods and pricing

Requirements of Helpers:

Be friendly and welcoming

Good listener

Patient and flexible

Time Needed: 3 ¼ hours a week

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Leaders: Denise Taylor

Activity Name: **Crèche**
Time of Activity: **Sundays 10.00 am -12.30 pm**

Core interests for helpers:

Nurturing and developing babies and young children
Supporting and encouraging new parents

Aim of Activity:

To provide a safe, stimulating environment for children under 2 ½ to play, allowing parents to attend Sunday morning service.

What happens?

Parents drop off their children for the duration of the service, up to the age when they are toilet trained.

Role of Helpers:

Engaging with babies and very young children
Providing a fun and enjoyable experience
Helping children to feel at ease and safe
Setting up and putting away equipment

Requirements of Helpers:

Patient and flexible
Be friendly and welcoming
Enjoyment and comfort in relating to babies and toddlers
DBS and holding to leader's values (see Appendix)

Time Needed: 2 ½ hours on a Sunday morning – part of a rota

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leaders: Corinne Mullins and Fiona Gamston

Activity Name: **All Aboard - Toddler Group**
Time of Activity: **Thursdays 10 am – 12 noon**

Core interests for helpers:

Desire to befriend and encourage young families

Aim of Activity:

To provide a safe, stimulating environment for children under 5 to play and to provide friendship and support for carers of young children. To be a gateway for families into Church life



What happens?

Carers bring their pre-school children; a variety of activities are available in different rooms. Helpers mingle to befriend.

Role of Helpers:

To be involved in any of the following:

Setting up and putting away equipment

Helping with craft activities. Leading singing time

Helping with tea and coffee

Befriending the carers and making sure people feel welcome

Pray for or, if requested, with guests

Requirements of Helpers:

Be friendly and welcoming

Enjoyment and comfort in relating to parents and toddlers

DBS and holding to leader's values (see Appendix)

Time Needed: Set up - part 1 8:00 – 9:30 am (light manual work)

Set up - part 2 9:15 - 10:00 am Tea and coffee 10:00 - 11:45 am

Occasional meetings 12:30 - 1:00 pm Pack up 11.45 - 12:45 pm

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Activity Leaders: Jane Line and Ellen McGinn

Activity Name:

Little Ark Playgroup

Time of Activity:

Monday, Tuesday and Wednesday 9:45 - 11:45 am
Choose one or more sessions

Core interests for helpers:

Nurturing and developing pre-school children

Aim of Activity:

To provide a loving Christian learning environment to promote the all-round development of children aged 2 to school age. We are registered for 25 children.

What happens?

Pre-school children are dropped off by their care, they are led in educational and appropriate activities by a qualified staff member.



Role of Helpers:

To work with the children both individually and in groups doing various activities.
Some preparation and cleaning up is necessary.

Requirements of Helpers:

Be friendly and welcoming
Enjoyment and comfort in relating to pre-school children
Patience and flexibility
Light manual work
DBS and holding to leader's values (see Appendix)

Time Needed: Ideally 1, 2 or 3 mornings most weeks in term time.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Jane Line

Activity Name: **Children's Activities
– BB, GB and Light Years**

Time of Activity: **Sundays 10.00 am – 12 noon (Pre-school to Yr. 6)
Tuesdays 5.30-6.30 pm (Yr. 1-3) (Boys)
Tuesdays 6.45 – 8.15 pm (Yr. 4-6) (Boys)
Thursdays 5.00-6.00 pm (Yr. 1-3) (Girls)
Thursdays 6.00-7.30 pm (Yr. 4-6) (Girls)
Choose one or more sessions**

Core interests for helpers:
Nurturing and developing children

Aim of Activity:
To encourage children up to Yr. 6 to know and grow in the love of Jesus.

What happens?
Sundays: Singing, games Bible teaching and smaller group discussion during the second half of 10.30 service.
Tuesdays and Thursdays: Befriending and relationship building through gender appropriate games and crafts.

Role of Helpers:
Befriend young children, build relationships
Listening
Pray for or with children
Lead games, discussions activities as required, as part of a team.

Requirements of Helpers:
Enjoyment and comfort in relating to children
Patience and flexibility
Good listener
Be friendly and welcoming
DBS and holding to leader's values (see Appendix)

Time Needed: 2-3 hours per week

If interested please contact:
Team Leader: John Williams (john@scbc.org.uk)
Activity Leaders: Paul Bridge (BB) Rachel Cox (GB)

FUSION

Activity Name:

Time of Activity:

Fridays 7.00 – 9.00 pm

Sundays 10.00 am – 12 noon

Mondays 6.30-8.00 pm (Boys)

Thursdays 7.30-9.00 pm (Girls)

Choose one or more sessions

Core interests for helpers:

Nurturing and developing teenagers

Aim of Activity:

To encourage young people (Yr. 7-9) to know and grow in the love of Jesus.

What happens?

Fridays: mingling and conversation in the Church hall, games and activities available in different rooms, refreshments and epilogue.

Sundays: Bible study and discussion during the second half of the 10.30 service

Mondays and Thursdays: Befriending and relationship building through gender appropriate activities.



Role of Helpers:

Befriend young people, build relationships Listening

Pray for or, if requested, with guests

Lead games, discussions activities as required, as part of a team

Requirements of Helpers:

Be friendly and welcoming, Patience and flexibility

Enjoyment and comfort in relating to young teenagers Good listener

DBS and holding to leader's values (see Appendix)

Time Needed: 2-3 hours per week

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Activity Leaders: Paul Bridge Sarah Paxton

IGNITE

Activity Name:

Time of Activity:

Fridays 7.30 – 9.30 pm
Sundays 10.00 am – 12 noon
Mondays 8-9.30 pm (Boys)
Thursdays (7.30-9.00 pm (Girls)
Choose one or more sessions

Core interests for helpers:

Nurturing and developing teenagers

Aim of Activity:

To encourage young people (Yr. 10 - 13) to become mature in Christ.

What happens?

Fridays: Mingling and conversation in the Way Inn interspersed with a relevant talk.

Sundays: Bible study and discussion during the second half of 10.30 service.

Mondays and Thursdays: Befriending and relationship building through gender appropriate activities.

There is an award scheme, which encourages young people to earn BB and GB awards and the Duke of Edinburgh Award.



Role of Helpers:

Befriend young people, build relationships

Listening Pray for or, if requested, with guests

Lead games, discussions activities as required, as part of a team

Requirements of Helpers:

Enjoyment and comfort in relating to teenager,

Be friendly and welcoming Patience and flexibility

Good listener DBS and holding to leader's values (see Appendix)

Time Needed: 2-3 hours per week

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Activity Leaders: Sam Lyden and Sarah Paxton

Activity Name: **Befriending**

Time of Activity: When available

Core interests for helpers:

A heart for people who are ill, infirm or in need of encouraging

Aim of Activity:

To support people in a crisis

To visit the sick, elderly and housebound

To listen and pray for those who request it

To offer practical help if needed

What happens?

Befrienders are asked to visit a person in need of company or support, this may be in hospital, or at home for a few weeks or months.

Role of Helpers

Visit

Listen and pray

Requirements of Helpers:

Enjoyment and comfort in relating to those who are ill, infirm or need encouraging

Good listener

Ability to hold other people's concerns without anxiety

Confidentiality

Confidence to engage in conversation

DBS and holding to leaders' values (see Appendix)

Own transport

Time Needed: Anything from 1 hour per month to up to 5 hours per week

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Leader: Georgina Whateley

Activity Name: **Flower Distribution**
Time of Activity: **Sunday evening and/or Monday daytime**

Core interests for helpers:

A heart for people who are ill, infirm or in need of encouraging.

Aim of Activity:

Encouraging church attenders who are ill or infirm with a personal visit and gift of flowers.

What happens?

The flowers from the Church are picked up on Sunday night or Monday morning, then taken to a list of names provided by the befriending team. Flowers are delivered with time taken to listen and encourage.



Role of Helpers:

Collect flowers from the arrangement after the evening service. Visit with flowers

Requirements of Helpers:

Enjoyment and comfort in relating to those who are ill, infirm or need encouraging
Good listener
Confidentiality
Confidence to engage in conversation

DBS and holding to leader's values (see Appendix)

Own transport

Time Needed: One morning every 8 weeks

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Leader: Jo Dolphin

Glory Group

Activity Name:

Time of Activity:

Second Sunday each month 3.00pm - 4.30pm

Core interests for helpers:

A heart adults with learning disabilities.

Aim of Activity:

To help meet the spiritual needs of adults with learning disabilities.

What happens?

Adults with learning disabilities from all over North Birmingham, come, sometimes with a care to the Church hall. They are welcomed, after an introduction, and some worship, a bible theme is developed, usually with a craft being made. Afterwards there are drinks and a time to talk.

Role of Helpers:

Welcome and befriending guests
Assist in crafts and
comprehension
Musical gifts welcome

Requirements of Helpers:

Be friendly and welcoming
Enjoyment and comfort in
relating to adults with learning
disabilities
DBS and holding to leader's
values (see Appendix)



Time Needed: 2.5 hours on first Sunday of each month.

If interested please contact:

Team Leader: Donald Campbell Church Team Leader
(donald@scbc.org.uk)

Activity Leader: Sarah Northing

Activity Name: **Sunday Prayer Ministry**
Time of Activity: **After Sunday Services – 12-12.30 or 8-8.30**

Core interests for helpers:

Praying with people

Aim of Activity:

To offer prayer to anyone who requests prayer.

What happens?

After the 10.30 and 6.30 services, and occasionally during the service, prayer is offered to anyone.

Role of Helpers:

Listen and pray

Requirements of Helpers:

Listening – ability to hold other people’s concerns without anxiety

Ability to prayer comfortably and sensitively

Confidentiality

Holding to leader’s values (see Appendix)

Time Needed: Approximately once a month on a rota

If interested please contact:

Team Leader: Donald Campbell Church Team Leader

donald@scbc.org.uk

Activity Leader: Dave Allen

Sharing Faith

Activity Name: **cafechurch**
Time of Activity: **2nd Monday of each month 6:30 - 9:15 pm**

Core interests for helpers:
Wanting to help people find faith

Aim of Activity:
To provide a monthly event for non-Christians to come along to in Costa Coffee where they can feel relaxed whilst finding out more about Christianity in a very low key and non-threatening way.



What happens?
Guest are greeted at Costa coffee and invited to sit at a table with a host, helpers take orders and serve drinks. On the theme of the night, a quiz around the table is enjoyed followed by a talk and testimony from the front.

Role of Helpers:
Welcomers: To greet people as they arrive and take them to a table and introduce them to a table host. Help distribute pastries.
Table Hosts: To welcome guests as they arrive and befriend their table throughout the evening.
Table Servers: Take drink orders and greet people.

Requirements of Helpers:
Be friendly and welcoming
Enjoyment and comfort in relating to those who are not yet Christians
Sensitivity in sharing faith
Holding to leader's values (see Appendix)

Time Needed: 3 hours per month

If interested please contact:
Team Leader: Cath Horne (cath@scbc.org.uk)
Activity Leader: Cath Horne

Sharing Faith

Activity Name: **cafechurch – Saturday team**
Time of Activity: **1st Saturday a month 10:00 am – 12:00 pm**

Core interests for helpers:

Wanting to help people find faith

Aim of Activity:

To invite strangers on the parade to come to cafechurch and other events.

What happens?

A team go onto the parade and give out invitations to cafechurch, also give away free sweets and balloons and talk to people about Christianity/church and other activities

Role of Helpers:

To give out invitations/leaflets/sweets

Where appropriate engage in conversation and answer questions

Requirements of Helpers:

Friendly and outgoing

Enjoyment and comfort in relating to those who are not yet Christians

Time Needed: 2 hours per month

If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)

Activity Leader: Cath Horne

Out To Lunch

Activity Name:

Time of Activity:

**First Friday Lunchtime each month
10:30 am - 2:30 pm**

Core interests for helpers:

Helping in a team

Wanting to help people find faith

Aim of Activity:

To provide a welcoming and friendly place for people to bring guests

What happens?

Guests arrive for lunch at 12, tables have been laid and food prepared first, before the dessert guests hear a talk about life issues and Christianity.

Role of Helpers:

To be part of a team and practically help with the lunch.

Laying tables

Serving food

Washing up

To welcome and befriend those who come.



Requirements of Helpers:

Be friendly and welcoming or

washing up skills

Patient and flexible

Medium manual work

Time Needed: 4 hours on Friday lunchtime once a month

If interested please contact:

Team Leader:

Cath Horne (cath@scbc.org.uk)

Activity Leader:

Cath Horne

Practical tasks

Activity Name: **Second Thoughts - vaults**
Time of Activity: **Mondays & Thursday 9:00 am - 12:00 noon**

Core interests for helpers:

Organising and sorting

Aim of Activity:

To provide low cost quality second hand goods, grants to individuals and groups on the Falcon Lodge estate as well as information and support. To keep the shop stocked and clear unsorted goods to vaults.

What happens?

In the vaults under the Church donations of clothes, toys bric-a-brac, books etc. are checked, sorted, and prepared for sale or other destinations.

Role of Helpers:

To be part of a team sorting goods donated.
Transporting goods to and from the shop.

Requirements of Helpers:

Medium manual work

Time Needed: 3 hours a week

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Leaders: Denise Taylor

Activity Name: **Driving**
Time of Activity: **Weekdays as requested**

Core interests for helpers:

Driving
Helping people

Aim of Activity:

To drive people to appointments.

What happens?

The befriending team provide details of a person needing a lift to an appointment or Church activity.

Role of Helpers:

To drive a person to and from an appointment



Requirements of Helpers:

Confidentiality
A clean driving licence
Use of own car with insurance
DBS and holding to leader's values
(see Appendix)

Time Needed: 1½ hours before and after a service. A rota for Sundays and if available for other activities.

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Name: **Minibus Driving**
Time of Activity: **Sundays for 10.30 service and/or glory group for 3.00 pm**
Or Thursdays for Ladies Fellowship at 2.00 pm

Core interests for helpers:

Driving
Helping people

Aim of Activity:

To pick people up in the mini-bus and take them to and from church
Also, occasional driving for other church events, i.e., youth activities and community work.

What happens?

The bus picks up wheelchair users or those with mobility limitations. They are helped into Church, and taken home again afterwards.

Role of Helpers:

To drive the mini-bus and help people on and off the bus.

Requirements of Helpers:

Be friendly and welcoming
A clean driving licence and medically fit to drive
Over the age of 25
Passing of a simple driving instruction test from the church
To have been part of SCBC for 1 year
Medium manual work

Time Needed: 1½ hours before and after a service. A rota for Sundays and if available for other activities.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Flower Arranging

Activity Name:

Time of Activity:

Friday or Saturday

Occasional other events midweek, if available

Core interests for helpers:

Flower arranging

Aim of Activity:

Arranging the flowers at the front of church to assist in the praise of God, beautifying the church.

What happens?

Choose and purchase some flowers, come to Church on Friday or Saturday and arrange to own design. Leave for the Sunday services.

Role of Helpers:

Buy flowers and foliage and arrange at the front of church, money will be reimbursed.

Requirements of Helpers:

Simple flower arranging
Artistic eye

Time Needed: On a rota, once every few weeks

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Activity Leader: George Feltrup



Activity Name: **Food Bank - organising**

Time of Activity: **At own convenience**

Core interests for helpers:

Organising and sorting
Helping behind the scenes

Aim of Activity:

To provide families and individuals with food and essentials for three days while other help can be organised.

What happens?

Food donated to the church, has to be sorted by date order, and stored on shelves according to food type. Bags for guests need to be made up according to prescribed lists

Role of Helpers:

Sorting of goods
Making up of food bag



Requirements of Helpers:

Light manual work

Time Needed: 2 hours a week at own convenience

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity Leader: Georgina Whateley

Activity Name: **Maintenance**
Time of Activity: **At own convenience**

Core interests for helpers:

DIY
Helping behind the scenes

Aim of Activity:

To maintain the church buildings and grounds.

What happens?

Things are fixed, made or decorated.

Role of Helpers:

To respond to requests for small repairs and renewals on the church premises.

Requirements of Helpers:

Any of the following
DIY Skills
Carpentry
Plumbing
Electrical skills
General cleaning
Clearing of grounds/gardening

Time Needed: An odd hour or two when needed or a regular commitment.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Michael Sprittles

Activity Name: **Catering - Cooks**
Time of Activity: **On rota for one or more of the following time**
Wednesday evenings in term time to serve meal at 7.00pm
Occasional Wednesday Lunchtimes
Friday Lunchtimes to serve meal at 12.00 pm
Special events when necessary

Core interests for helpers:

Catering

Aim of Activity:

To provide a meal to enhance the effectiveness of an outreach activity.

What happens?

A buffet or cooked meal is served from the Church kitchen.

Role of Helpers:

Organising the cooking and preparation of meals with a team of helpers

Requirements of Helpers:

Catering skills (training can be provided)

Time Needed: A few hours that day, up to a few times a term

If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)

Activity leaders: Paula Bennett Jo Dolphin

Practical tasks

Activity Name:

Catering - Helpers

Time of Activity:

On rota for one or more of the following time
Wednesday evenings in term time to serve meal at

7.00pm

Occasional Wednesday Lunchtimes
Friday Lunchtimes to serve meal at 12.00 pm
Special events when necessary

Core interests for helpers:

Washing up

Aim of Activity:

To provide a meal to enhance the effectiveness of an outreach activity.

What happens?

A buffet or cooked meal is served from the Church kitchen, a team lays out tables and food, helps serve and washes up

Role of Helpers:

Lay Tables
Serve food and drinks
Clear tables
Wash up

Requirements of Helpers:

Willing spirit
Light manual work

Time Needed: An hour before
and after each meal, up to a few
times a term



If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)
Activity leaders: Paula Bennett Jo Dolphin

Practical tasks

Activity Name:

Catering - Cakes

Time of Activity:

Tuesdays (2nd and 5th) 6:30 – 10.00 pm

Thursdays (4th) 6:30 – 10.00 pm

Special events when necessary

Core interests for helpers:

Baking

Aim of Activity:

To provide cakes for the soup run or to enhance an outreach event.

What happens?

Cakes are served

Role of Helpers:

Bake Cakes

Requirements of Helpers:

Baking skills

Time Needed: As much or as little time as is wanted

If interested please contact:

Community Projects Co-ordinator - Georgina Whateley (georgie@scbc.org.uk)

Activity leader: Jo Dolphin



Practical tasks

Activity Name: **Church Office**
Time of Activity: **Monday – Friday 8.45-3.30**
Any day or any part of the day

Core interests for helpers:
Welcoming or Administration

Aim of Activity:
To support the church's administrative needs by either serving at the reception desk, or undertaking an administrative task in the office

What happens?
Reception: Visitors are welcomed and their requests answered, phone is answered.
Or
Administration: Specific tasks are worked on at a desk or computer in the office.

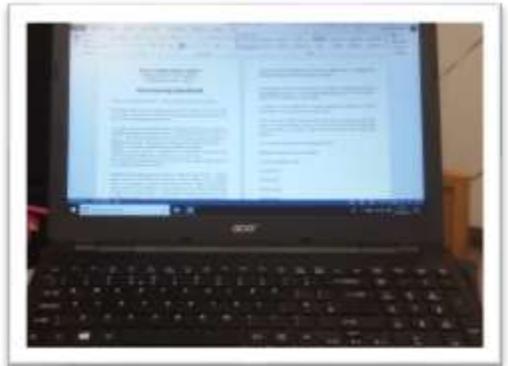
Role of Helpers:
Welcoming and answering phone
Pray for or, if requested, with guests

And/or any of the following:
General Admin
General IT tasks
Computer inputting
Printing and Collating

Requirements of Helpers:
Be friendly and welcoming
Patient and flexible
And/or
Computer literate

Time Needed: Week days, 9-12.30 or 12.30- 3.30 as offered, regularly or to cover for holidays and busy periods

If interested please contact:
Team Leader: John Williams (john@scbc.org.uk)
Activity leader: Paula Bennett



Practical tasks

Activity Name: **PA**
Time of Activity: **Sunday Services**
Thursday Evening practice for 6.30 team only
Weddings, Funerals and Other Events if available

Core interests for helpers:

Sound and tech

Aim of Activity:

To provide sound for services on a Sunday and other events.

What happens?

Sound equipment is set up as needed for a service or event, in conjunction with the service or event leader. Adjustments are made throughout the activity.

Role of Helpers:

To setup and maintain sound quality.

Requirements of Helpers:

A good working knowledge of PA systems or a willingness to be taught
A musical ear
Patient and flexible

Time Needed:

1 ½ hours before a service to set the equipment up for the service practice
15 minutes after the service to put the equipment away
Attendance at the practice on a Thursday night for the service practice

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Paul Birkenshaw

Activity Name: **One-off Events**
Time of Activity: **As and when required**

Core interests for helpers:
Helping in a team

Aim of Activity:
To facilitate an outreach event

What happens?
Throughout the year we run a variety of one-off events such as Cabarets, meals and the Family Fun Day. We always need lots of volunteers to set up and to serve at these events.

Role of Helpers:
If you would like to be part of our one-off events, your name will put on a data base and we will contact you when an event is happening and see whether you are available to help.
Any of the following:
Welcoming
Serving food/drinks
Setting up / packing away

Requirements of Helpers:
Be friendly and welcoming
Or
Medium manual work - such as laying tables, setting up tables etc.

Time Needed: As and when required

If interested please contact:
Team Leader: Cath Horne (cath@scbc.org.uk)

Sunday roles

Activity Name: **Welcoming**
Time of Activity: **Sundays 8.00 to 9.45 am**
Or 9.45 - 12.30 am
Or 5.45 - 6.30 pm

Core interests for helpers:

Welcoming

Aim of Activity:

To welcome everyone as they enter church.
To answer questions and help visitors

What happens?

Everyone is greeted as they enter the Church, and offered a newsletter or magazine



Role of Helpers:

To greet and particularly spot visitors

Requirements of Helpers:

Be friendly and welcoming

Time Needed:

45 minutes before the service as well as the duration of the service, and 20 minutes afterwards as well. Helpers are on a rota and can be flexible in the frequency of involvement.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Julio Tolaini

Sunday roles

Activity Name: **Stewarding**
Time of Activity: **Sundays 8.00 to 9.45 am** **Or 9.45 -12.30 am**
Or 5.45 – 6.30 pm **Funerals if available**

Core interests for helpers:

Helping people

Aim of Activity:

To help people park and enter the Church
Or to help people enjoy the experience of being Church

What happens?

Working as part of a team headed up by a duty deacon, the stewards are available before, during and after the service to help anyone practically.

Role of Helpers:

To assist and guide those parking cars, particularly those with disabilities
To assist cars arriving and leaving to do so safely
To help children, the elderly and those with disabilities cross the road into the Church
Or
To set up church before and after services (including some light manual tasks).
To help people find a seat
To offer song sheets for those needing them
To help with the serving of communion and taking of the offering
To assist anyone in need of help during the service

Requirements of Helpers:

Be friendly and welcoming
Patient and flexible

Time Needed: 45 minutes before the service as well as the duration of the service, and 20 minutes afterwards as well.

Helpers are on a rota and can be flexible in the frequency of involvement.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Court Taylor

Sunday roles

Activity Name: **Communion Preparation**

Time of Activity: **Before and after the service, 8.30, 10.30 or 6.30**

Core interests for helpers:

Helping behind the scenes

Aim of Activity:

To prepare the communion table and elements.

What happens?

Communion is prepared, cutting the bread, pouring the juice, and laying the table, then cleared up after the service

Role of Helpers:

Arrive at church 45 minutes before the service.

Prepare the communion

Clear up after service

Requirements of Helpers:

Clean hands

Time Needed: Half and an hour before and after the service on a rota

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Leader: Jean Sefton



Sunday roles

Activity Name: **Computer Operator**

Time of Activity: **Sunday 8.00-9.30 am,
Or 9.30 – 12.00 noon
Or 5.30-8.00pm
Weddings, Funerals and Other Events if possible**

Core interests for helpers:

Computers
Worship

Aim of Activity:

To operate the computer during services.

What happens?

Arriving an hour before the service starts (30 mins for 8.30) the service leader gives an order of service and any other PowerPoints, DVDs etc. to the operator who uses the churches software programme (training given) to set up the service. Throughout the service the operator leads the congregation through slide by slide

Role of Helpers:

To aid the service leader by displaying presentations, videos, the notices and song words.

Requirements of Helpers:

Computer skills and understanding
Good concentration skills
Patient and flexible

Time Needed: 1 hour before and during a service
You will be part of a rota

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)
Activity Leader: Helen Newport

Sunday roles

Activity Name: **Serving Tea and Coffee**
Time of Activity: **Before and After Evening Services**

Core interests for helpers:

Helping

Aim of Activity:

To serve tea/coffee/squash before and after every evening service and the monthly parade service.

What happens?

Drinks are prepared and served before the evening service in the Church kitchen, they are served again after the service, then cleared up and the dishwasher loaded. After the monthly morning parade service, they are prepared and served in the Church hall kitchen



Role of Helpers:

Prepare drinks

Serve drinks

Clear up

All supplies are provided apart from the milk

(which you can be reimbursed for)

Requirements of Helpers:

Be friendly and welcoming

Time Needed:

Helpers arrive at church around 5:30 pm or 10.00 am to set up. Stay for 1 hour after service. Helpers are on a rota and will usually be required once every 12 weeks.

If interested please contact:

Team Leader: John Williams (john@scbc.org.uk)

Activity Leader: Court Taylor

Prayer Partner

Activity Name:

Time of Activity:

At own convenience

Core interests for helpers:

Praying

Aim of Activity:

To intercede in prayer to support activities, events and specific needs

What happens?

Cath regularly e-mails current areas to pray into.

Role of Helpers:

Pray at own convenience

Requirements of Helpers:

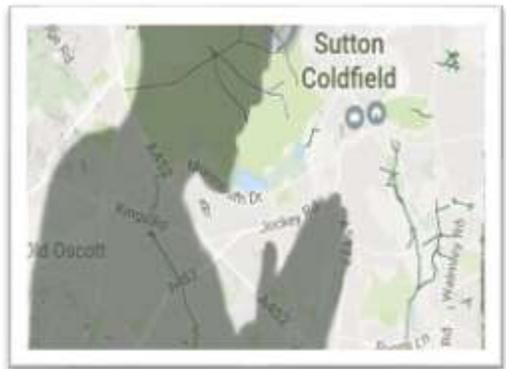
Ability to prayer comfortably and sensitively
Confidentiality

Time Needed: As much or as little time as is wanted

If interested please contact:

Team Leader: Cath Horne, (cath@scbc.org.uk)

Activity Leader: Cath Horne



Activity Name: **Mission Partner
Support Group**

Time of Activity: **Various**

Core interests for helpers:

Praying for mission

Aim of Activity:

To support the work of our mission partners in prayer and practical help.

What happens?

Mission partners have a support team, who meet regularly to pray and help particularly when the partner is in the UK.

Role of Helpers:

To pray for, encourage and ensure the needs of a specific mission partner are met, in conjunction with a support group.

Requirements of Helpers:

Ability to pray comfortably and sensitively
Confidentiality

Time Needed:

1 evening a month for the support group to meet together.
As much time as you want to give throughout the month to pray, encourage and support.

If interested please contact:

Team Leader: Cath Horne (cath@scbc.org.uk)

Activity Name: **Worship Group**
Time of Activity: **Thursday Evenings 7.30 pm**
Sundays before services

Core interests for helpers:
Worship and music

Aim of Activity:
To be facilitators, helping the church to worship and experience God in our services on a Sunday.

What happens?
Singers and core musicians meet on Thursday to practice and adapt the plans of the worship leader. For other instruments at the 10.30 service Chris King writes music instead of them meeting. On Sunday the team meet ready to practice a sound check before the service, with 20 mins to go the team stop for a break and to pray together, before the service starts. During the service the team leads the congregation, under the guidance of the worship leader and band leader



Role of Helpers:
Playing musical instruments Singing

Requirements of Helpers:
Enthusiasm for worship and the ability to work as part of a team
Competence in playing any musical instrument or the ability to sing in tune and start singing at right point. (For singers and core musicians (drum, guitar, and keyboard) there will be a short audition)
Ability to sight read music and improvise around chord structures is an advantage for instrumentalists. Conform to Leaders Values Paper

Time Needed: 1 hour at the Thursday evening practice for singers, drum, guitars, keyboards 1 ¼ hours before the service you are due to play for

If interested please contact

Team Leader: Donald Campbell (donald@scbc.org.uk) Cath Horne (cath@scbc.org.uk)

Activity Leader: Chis King, Joel Campbell, Amy Price, Katie Steele

Leaders Values Appendix

A church leader is someone who organises or leads a Church activity or service, they will be perceived by the attendees as having responsibility. This may be evidenced in an up-front public role, or a welcoming and administrating role. Leaders will normally be members, but in addition to holding to the values of the Church as a member, they will also have a greater expectation of resonance between belief and action. James 3:1 and other passages make this clear.

To avoid confusion and misunderstanding, we take the criteria for leadership from 2 passages in the Bible which define the behaviour of a church leader; 1 Timothy 3:2-7 and Titus 1:6-9, in addition to the assumptions of the 10 commandments as found in Exodus 20. These passages talk of being above reproach in a number of areas, that is, safe from the accusation of hypocrisy.

Combining and summarising the themes in these passages a leader will therefore be...

- Seeking to serve Jesus as their Lord and Saviour
- Current ongoing prayerful relationship with God
- A regular worshipper at Church services, in good relationship with the Leadership of the Church
- Part of the Church for at least a year
- Devoted to and respected by own family
- Even tempered - not violent or aggressive in any walk of life
- Abstaining from sexual activity outside of heterosexual marriage
- Self-controlled – free from any addictive behaviour or habit
- Of good speech free from gossip and foul language
- Honest and truthful
- Having financial integrity – including not gambling
- Sober - not an abuser of any drug, solvent or drink
- Dress in a way that cannot be construed as sexually distracting to others
- Welcoming, friendly and loving
- Forgiving and merciful
- Servant hearted

Should a person holding responsibility be struggling to practice a Christian lifestyle in the above areas the Leadership Team may seek that person's resignation from that post until such time as their lifestyle has become more stable.

In addition to this lifestyle when serving the church, leaders will be expected to follow our good practice guidelines. A fuller version applies to youth and children's workers, but for all leaders the following applies...

- All attendees are to be treated with respect and dignity. Workers should watch their language, tone of voice and use of their body. They should not make sexually suggestive comments, engage in inappropriate and intrusive touching of any form. Under no circumstances should physical punishment be used.
- Workers should not permit ridiculing or bullying, and should investigate fully any suspicion of such activity.
- Workers should ensure at all times the safety of all attendees. Particular attention needs to be given to the risk of accident, fire or an intruder. All workers must know where the first-aid kit and the fire extinguishers are. Equipment and facilities should be regularly checked.
- Workers should discourage and remove themselves from excessive physical or sexual attention from any attendee. They should report any incidents to their organisational leader immediately.
- One to one work with an attendee should not happen alone in a building.
- Workers will not take photographs at Church events, without permission of those in the photograph and if they are under the age of 18, from their parents/carers/ guardians. They should not be posted on the Internet.
- Workers will maintain confidentiality concerning what is said or done at a Church event, this includes not posting on public sites discussion of Church events, or those who attend them without the permission of the Church.