

Being nominated to a role

Welcomers can simply volunteer. Other roles need someone to nominate and someone to second the nomination. It is possible to nominate or second yourself (but not both!). If you would like to be nominated, or volunteer yourself for a role, please contact our Church Council secretary Christine Denny on cdenny@sky.com , providing your name, contact details and the role you would like to volunteer for.

Duties of a Welcomer

1. Welcome and help people as they come into church
2. Get books ready put up hymn numbers on boards for the service
3. Be at church half an hour before the service
4. Assist parents with the children into GATEWAY
5. Be ready to help latecomers
6. Tidy books, take hymn numbers down etc at the end of the service
7. Be available for one duty a month - twelve a year
8. Take up offering during service
9. Be ready to assist service leader at any point as necessary
10. Distribute any post to Church members

Job Description for Warden

1. Being a regular worshipper, willing to serve the Lord in Christ Church and being convinced of God's call, to stand for election with a view to serving for period of about three years.
2. To pray for the life of the Church, as far as possible, in a prayer triplet. To attempt to attend regularly prayer meetings.
3. As a CC member to also meet as Standing Committee as arranged and on any Action Group as necessary.
4. Exercise one or more areas of responsibility in the life of the Church including:-
Maintenance of Church Fabric
Orderly nature of Sunday worship

Honourable distribution of money donated to Church
Promotion of the spiritual life of the congregation

5. And to support the vicar in “all things lawful and honest” under God, exercising a loyalty to and co-operation with him/her such that he/she may bring to the vicar’s attention any appropriate matter of concern expressed by members of the congregation. And to so assist him/her in pastoral duties that the work of the Kingdom may be forwarded to God’s glory.

Job Description for Church Council member

1. Attend at least 90% of meetings
2. Pray for the life of the Church.
3. Attend Church regularly - ideally both morning and evening services
4. Show commitment to God by our tithing of both our money and our time
5. Shoulder at least one responsibility in Church life and to represent it on the Church Council (CC).
6. Participate in a CC Action Group and be committed to putting action into action
7. Exercise loyalty to and co-operation with the Chairman/Vicar - such that complaints are directed to him, and those made to us by others are passed on in an open way, so that either the complainant then speaks directly to the Vicar or allows his/her name to be mentioned so the complaint can be followed up.

Job Description for Deputy Warden

1. Attend Church regularly - ideally morning and evening services
2. Pray for the life of the Church, and, to attempt to attend regularly prayer meetings.
3. Meet occasionally with the Clergy and Wardens/Standing Committee
4. Relieve Wardens when on holiday and at other times as necessary when, together with the Churchwarden on duty and the welcomers (formally known as sidespersons), regard yourself as available when needed and open to take initiative to help with the smooth running of the Service wherever possible

5. Exercise at least one area of responsibility, which would otherwise fall to one of the Wardens
6. Regard the job as training for the post of Churchwarden in due course

Job Description for Treasurer

1. To love and serve God above all other considerations
2. Regularly to pray for, and with, the Vicar and co-operate with him in all matters
3. To be responsible for all the Church's financial matters - paying of bills, keeping accounts etc
4. To belong to Standing Committee and, where difficult financial decisions have to be made, to make use of the Standing Committee between CC meetings and abide by its decisions, though in normal circumstances to make decisions as necessary in consultation with appropriate people - particularly the Churchwardens and Vicar
5. To liaise with others (Stewardship Secretary, Missionary Treasurer) involved in managing financial affairs
6. To give at least quarterly financial statements to the CC with as much detail as deemed necessary
7. To produce annual accounts and be accountable to the Church at the Annual Meeting.
8. To serve on the CC in accordance with the CC Job Description
9. To exercise a Christian balance between faith/risk and cautious prudence

Job Description for CC (Church Council) Secretary

1. Being a regular member of Christ Church and a sincere follower of Jesus Christ, to serve the Council under the call of God to do so, to the best of his/her ability. And to stand for election with that attitude, being willing to serve for at least one year

2. To act as Secretary to CC, not necessarily being responsible for taking and typing of minutes, but otherwise responsible for the safekeeping and administration of those minutes and other papers in the Church office.
3. Liaise with Diocese, Church Administrator and Vicar in planning of agenda, dealing with correspondence, legal matters relating to meetings, giving special attention to these for the Annual Meeting.
4. Unless otherwise arranged, to act as Electoral Roll Officer each year