

Role description for Fete/Fair Team Leader at All Saints

Role: To take overall responsibility for the organisation and smooth running of the Fete/Fair at All Saints church.

Role Requirements:

To be: To be a person of integrity, who serves in a gracious, Christ-like manner

To do:

- To plan and bring to fruition the church Fete/Fair, with the support of a team (the Fete Team)
- To gather together Fete team members, and to supervise their contribution to the Fete
- To lead Fete team planning meetings, in preparation for the Fete
- To organise the various stalls and source teams of volunteers to run each stall/event
- To set up for events with the support of the Fete Team
- In the event of rain ensure that the hall capacity of 80 is not exceeded
- To ensure that members of St. John's Ambulance or similar are present on the day
- To act as cashier, ensuring that money is banked after the event
- To ensure that those selling age appropriate items are not sold to under-age children according to government guidelines (this includes alcohol, computer games, etc)
- To supervise the clearing up after the event
- To ensure that all Team Members and volunteers are aware of the Risk Assessment and Health and Safety rules

Reports to: Events Vision Group Chair

Agreement: I agree to being the Fete Team Leader All Saints Church, under the governance structures of the Incumbent and the PCC.

I agree to read and adhere to all aspects of the All Saints Safeguarding Policy, including recruitment and training requirements:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved May 2019; updated May 2022; updated April 2024