



Role description for Welcome Club leader

Role: To lead the Welcome Club at Dray Court, which offers mutual support and encouragement to the over 55s. (The group meets for 2-3 hours, usually on the first Monday afternoon of the month).

Role Requirements:

To be:

To be a person who leads in a gracious, Christ-like manner; and who treats each member of the group with respect and dignity, as a unique individual created in the image of God.

To do:

1. To plan a programme of events for the Welcome Club, and to submit them to the All Saints PCC for approval, before the events take place.
2. To organise the booking of Dray Court for meetings.
3. To plan each meeting in advance and arrange speakers as necessary.
4. To liaise with the Manager/Warden of Dray Court re residents' inclusion and any special needs.
5. To publicise the Club and its meetings/events as necessary within Dray Court and to the wider community.
6. To maintain financial records for the Club. Hold a separate bank account in the name of the Welcome Club with at least 2 signatories.
7. To plan each day trip out from Dray Court.
8. To write a risk assessment covering normal meetings at Dray Court and for any visit away from Dray Court.
9. To hold a current DBS certificate relating to vulnerable adults for All Saints.
10. To comply with the All Saints' and Dray Court Health and Safety policies.
11. To attend an annual meeting of all Small Group Leaders, for support and supervision by the Incumbent
12. To read, adhere to and promote all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Incumbent

I agree to being the Welcome Club Leader at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____