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Bubbles Co-ordinator Role Description

Updated July 2026

Aims:

To act as the primary leader of a weekly team delivering high quality care and activities for children aged 0-4 each week during the Sunday morning 11am service, in an environment where those children can grow in faith and in their relationship with Jesus.

Responsible To:

Children's and Families Pastor.

Main Responsibilities

1. Available once a month to be on team with Bubbles
2. Organise and plan session outlines
3. Co-ordinate the current team
4. Help the Children's and Families pastor recruiting new team
5. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the Bubbles setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church
3. Passionate about and good with children 0-4 years old
4. Good at communicating with children and adults and able to give clear instructions.
5. Good at making decisions
6. A strong but gentle character
7. Able to tell stories and hold people's attention
8. Able to judge a mood and adjust the situation to that mood

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all Safeguarding Training related to the role
3. Attend Children's Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Bubbles Team Member Role Description

Updated July 2026

Aim:

To make parents and children feel welcomed and cared for. To provide a safe and stimulating environment for our young children either left in Bubbles or with parents accompanying during the 11am service. To share Bible stories and songs with the children to start them on their journey of faith.

Responsible to:

The Children's and Families Pastor and to the Bubbles Co-ordinator.

Main Responsibilities

1. Take part on a rota roughly once a month
2. Committed to praying and setting up as a team before the service begins
3. Check the North Room is safe, tidy and welcoming before the service starts, for example, playing a kids worship cd to create a welcoming environment
4. Encourage and make welcome parents of young children
5. Care for and keep safe children in your care (0-4 years old)
6. Share Bible stories and songs with the older children in the group
7. Return a child who does not settle to their parents and reassure them
8. Communicate with other team members to pass on feedback, arrange swaps or cover as necessary
9. Help to tidy up after the session
10. If a child needs a nappy change, please ask the parent/carer to do this
11. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the Bubbles setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church.
3. Welcoming and encouraging particularly to new parents and visitors
4. Reliable and caring

5. Comfortable with young children.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all Safeguarding Training
3. Attend Bubbles meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

JC Club Session Leader

Role Description

Updated July 2026

Aims:

To act as Weekly leader of a team delivering high quality care and activities for children aged 5-10 years each week during the Sunday morning 11am service, in an environment where those children can grow in faith and in their relationship with Jesus.

Responsible To:

Children's and Families Pastor.

Main Responsibilities

1. Be available once a month for a whole Sunday morning (10:30-12:30)
2. Be committed to briefing and praying with your team before the service begins
3. Curate and prepare the session content as per the agreed curriculum
4. Be responsible for meeting and greeting children (or delegating if required)
5. Be committed to help get the session prepared and tidy up after
6. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the JC Club setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church.
3. Passionate about and good with children 5-10 years old
4. Good at communicating with children and adults
5. Good at making decisions
6. A strong but gentle character
7. Able to tell stories, hold people's attention, and to give clear instructions
8. Able to judge a mood and adjust the situation accordingly.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application

2. Complete all Safeguarding Training

3. Attend Children's Ministry meetings and training related to the role.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

JC Club Team Member Role Description

Updated July 2026

Aims:

To support the session leader in the delivery of high-quality care and activities for children aged 5-10 years, one Sunday morning per month, in an environment where those children can grow in faith and in their relationship with Jesus.

Responsible To:

The Children's and Families Pastor and to the JC Club Session Leader for that Sunday.

Main Responsibilities:

1. Committed to serving on at least one service per month
2. Committed to arrive 30 mins before the start of the service to help set up the room and pray before the service starts and to help with clearing up after the session
3. Assist Leaders in facilitating discussion and prayer with children
4. Help the children with activities
5. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the JC Club setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church.
3. Good with children aged 5-10
4. Good communicator with both adults and children
5. Desire to work with the children in our church
6. Reliable, enthusiastic and willing to serve where you are needed
7. To attend meetings and training as required.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application

2. Complete all Safeguarding Training required for the role

3. Attend Children's Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Rooted @ Church
Session Leader
Role Description

Updated July 2026

Aims:

To act as Weekly leader of a team delivering high quality care and activities for Youth aged 11-18 each week during the Sunday morning 11am service, in an environment where those Youth can grow in faith and in their relationship with Jesus.

Responsible To:

Children's and Families Pastor.

Main Responsibilities

1. Be available once a month for a whole Sunday morning (10:30-12:30)
2. Be committed to briefing and praying with your team before the service begins
3. Curate and prepare the session content as per the agreed curriculum
4. Be responsible for meeting and greeting Youth (or delegating if required)
5. Be committed to help get the session prepared and tidy up after
6. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the Rooted @ Church setting.

Personal Specification:

6. A regular worshipping member of St Michael and All Angels, Hughenden
7. Supports the vision, values and aims of St Michael's Church
8. Passionate about and good with Youth 11-18 years old
9. Good at communicating with Youth and adults
10. Good at making decisions
11. A strong but gentle character
12. Able to lead the session and hold everyone's attention
13. Able to judge a mood and adjust the situation to that mood
14. Able to give clear instructions.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all Safeguarding Training as required for the role
3. Attend Youth Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Rooted @ Church
Session Team Member
Role Description

Updated July 2026

Aims:

To support the session leader in the delivery of high-quality care and activities for Youth aged 11-18 years, approximately one Sunday morning per month, in an environment where those Youth can grow in faith and in their relationship Jesus.

Responsible To:

The Children's and Families Pastor and to the Rooted @ Church Session Leader for that week.

Main Responsibilities:

1. Committed to serving on at least one service per month
2. Committed to arrive 30 mins before the start of the service to help set up the room and pray before the service starts and to help with clearing up after the session.
3. Assist Leader in facilitating discussion and prayer with Youth
4. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the Rooted @ Church setting.

Personal Specification:

15. A regular worshipping member of St Michael and All Angels, Hughenden
16. Supports the vision, values and aims of St Michael's Church
17. Good with Youth aged 11-18
18. Good communicator with both adults and Youth
19. Wanting to work with the Youth in our church
20. Reliable, enthusiastic and willing to serve where you are needed
21. To attend meetings and training as required.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application

2. Complete all Safeguarding Training as required for the role

3. Attend Youth Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Rooted Together
Session Leader
Role Description

Updated July 2026

Aims:

To act as Weekly leader of a team delivering high quality care and activities for Youth aged 11-18. Approximately one Session per month (in term time), in an environment where those Youth can feel relaxed and safe building relationships with both each other and team ultimately with a vision for all to grow in faith and in their relationship with Jesus.

Responsible To:

Children's and Families Pastor.

Main Responsibilities

1. Committed to attending approximately one session per month
2. Committed to briefing and praying with your team before the session begins
3. Curate and prepare the session content as per the agreed curriculum
4. Responsible for meeting and greeting Youth (or delegating if required)
5. Committed to help get the session prepared and tidy up after
6. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply
   to the Rooted Together setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church
3. Passionate about and good with Youth 11-18 years old
4. Good at communicating with Youth and adults
5. Keen to work with the Youth in our community/church
6. Good at making decisions
7. A strong but gentle character
8. Able to judge a mood and adjust the situation to that mood
9. Able to give clear instructions

10. Attend meetings and training as required.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all Safeguarding Training as required for the role
3. Attend Children's Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Rooted Together
Team Member
Role Description

Updated July 2026

Aims:

To support the session leader in the delivery of high-quality care and activities for youth aged 11-18 years. Approximately one Session per month (in term time), in an environment where those Youth can feel relaxed and safe building relationships with both each other and team ultimately with a vision for all growing in faith and in their relationship Jesus.

Responsible To:

The Children's and Families Pastor and to the Rooted Together Session Leader for that week.

Main Responsibilities:

1. Committed to attending approximately one session per month
2. Committed to arrive 30 mins before the start of the session to help set up the room and pray before the session starts and to help with clearing up after the session
3. Assist Leader in whatever activities are on that week
4. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply to the Rooted Together setting.

Personal Specification:

22. A regular worshipping member of St Michael and All Angels, Hughenden
23. Supports the vision, values and aims of St Michael's Church
24. Good with Youth aged 11-18
25. Good communicator with both adults and Youth
26. Desire to work with the Youth in our church and community
27. Reliable, enthusiastic and willing to serve where you are needed
28. Attend meetings and training as required.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all Safeguarding Training as required for the role
3. Attend Children's Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Tiny Tots

Session Team Member

Role Description

Updated July 2026

Aim:

To be a part of a larger team, helping to enable Tiny Tots to run smoothly each week during term times, in order to reach out to toddlers and their parents/carers with Jesus' love as part of our church vision of being God's transforming presence at the heart of our community.

Main Responsibilities

1. Help set-up Tiny Tots from 9am. (If you are not able to come this early please agree a time with the Children and Families Pastor)
2. Join a rota of people (roughly once a month) to continue to build relationships. (In the event of being unable to attend, please notify the Children and Families Pastor ASAP)
3. In the session, help wherever the Tiny Tots Co-ordinator requires. This might be overseeing the toys area, helping in the kitchen, craft, etc
4. Maintain a positive and welcoming attitude in the role.
5. Please bring any concerns directly to the Children and Families Pastor
6. Read and adhere to St Michael's safeguarding and related policies, particularly as they apply
   to the Tiny Tots setting.

Personal Specification:

1. A regular worshipping member of St Michael and All Angels, Hughenden
2. Supports the vision, values and aims of St Michael's Church
3. Friendly and welcoming to all who attend Tiny Tots
4. Supports the vision, values and aims of St Michael's Church.

Other requirements:

1. Complete the St. Michaels Safer Recruitment Process, including DBS application
2. Complete all required Church of England Safeguarding Training
3. Attend Children's Ministry meetings and training as required.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Chalice Assistant

Role Description

Updated July `26

Aims:

A voluntary church role, the Chalice Assistant helps the clergy in administering the wine during Holy Communion or the Eucharist.

Responsible to:

The Incumbent.

Main responsibilities:

Administering the Wine:

- Serving the chalice (cup) to congregants at the altar rail, following the minister along the rail, offering wine.

Reverent Communication:

- Respectfully stating the phrase "The blood of Christ" as each person receives the chalice.

Preparation and Assistance:

- Enter the sanctuary during the offertory hymn, putting the communion rail in place behind you
- Help clear away communion vessels and altar rail before and after the service
- Receive communion for yourself, from the minister, in the sanctuary area
- At the end, put the chalice back on the altar, take the rail down and return to seat.

Maintaining Standards:

- Handling the sacred vessels with dignity and proper hygiene.

Personal specification:

- A regular worshipping member of St Michael and All Angels
- Has a good understanding of Services of Worship
- A person of integrity who welcomes and serves in a gracious, Christ-like manner
- Approachable and comfortable interacting with communicants
- Sensitive to the needs of others (e.g. accessibility, children, etc.)
- Committed to serving on a rota basis
- Treats everyone with respect and dignity
- Works well as part of a team.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- To receive appropriate training for the role from the Incumbent.

Church Musician

Role Description

Updated July ‘26

Aims:

The primary role of a church musician is to lead and accompany congregational singing, enhancing the spiritual atmosphere of worship services. They provide musical support for standard liturgy and special events such as festivals, wedding and funerals.

Responsible to:

The Incumbent.

Main responsibilities:

- Play for Sunday services, special services and events, e.g. weddings, funeral, festivals
- Liaise with Incumbent re music, where required
- Offer appropriate advice in the choice and ordering of music for services and events
- Help prepare music and materials for worship
- Arrive in good time before the service or event
- Let the Incumbent and other musicians know your availability
- Comply with relevant Risk Assessments, e.g. electricity uses and trip hazards.

Personal specification:

- Committed Christian and an active member of the congregation.
- A desire to enable worship through good musical provision
- An understanding that worship is messy and will never be perfect
- Willing to share own ideas and experiment with initiatives to promote worship
- Adaptable, e.g. deal easily with unforeseen changes, screen dropout, etc
- Able to encourage participation
- Treats everyone with respect and dignity
- Works well as part of a team.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)

- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- Know the fire evacuation and lockdown procedures for the church
- Know the location of fuse boxes, fire extinguishers and First Aid kit(s).

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Crucifer

Role Description

Updated July `26

Aims:

The crucifer (or cross-bearer) is a liturgical role in the Anglican Church (Church of England). Their primary responsibility is to carry the processional cross at the head of the clergy and choir during entrance and departure, symbolising Christ leading His people in worship.

Responsible to:

The Incumbent.

Main responsibilities:

The Procession:
Leading the entrance and recessional processions, setting a slow, reverent, and consistent walking pace for the entire altar party.

Carrying the Cross:
Holding the processional cross high and upright so that the figure of Christ faces forward.

Sanctuary Placement:
Upon reaching the altar, bow slightly, place the cross in its designated stand, and take your seat in the sanctuary.

Personal specification:

- A regular worshipping member of St Michael and All Angels
- A good understanding of the order of service
- Has the ability to pace the entrance and exit processions appropriately
- Has the strength and stability to carry a heavy processional cross upright with two hands at a steady, reverent pace for the duration of the procession
- Committed to serving on a rotating basis
- Treats everyone with respect and dignity
- Works well as part of a team.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Other requirements:

- A commitment to arrive well before the service starts (usually 15 to 30 minutes prior) to vest in traditional robes (e.g., cassock and surplice) and prepare the cross
- Comply with the St. Michaels Safer Recruitment Process
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- To receive appropriate training for the role from the Incumbent.

Flower Arranger

Role Description

Updated July2026

Aims:

A Flower Arranger at Hughenden Church is a volunteer ministry role, enhancing the beauty of the worship space, support the liturgical calendar (such as adapting to Easter, Harvest, and Christmas colours), and create a welcoming environment for the congregation and visitors.

Responsible to:

The Incumbent.

Main responsibilities:

Routine Arranging:

- Creating and maintaining floral displays on a rota.

Festival Decorating:

- As a member of a wider flower-arranging team, decorate the whole church for major religious festivals.

Special Services:

- Assisting with flowers for specific life events, such as weddings, funerals, or memorials.

Liturgical Awareness:

- Changing display colours to reflect different seasons (e.g., removing flowers entirely during Lent)

Display Maintenance:

- Regularly watering arrangements, removing dead-heading, and clearing away perished plant materials to keep the church tidy.

Personal specification:

- An ability to arrange flowers in a church setting
- Enthusiastic about the church and its Christian mission
- A positive, friendly and helpful attitude
- Able to use own initiative and judgement
- Treats everyone with respect and dignity
- Works well as part of a team.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- Be aware of security risks, at all times, including any unattended items, e.g. scissors
- Have good knowledge of the 'Safer Working Practice' as they relate to lone working
- Report any accidents or incidents
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- Have to hand a charged mobile phone
- Know the fire evacuation and lockdown procedures for the church
- Know the location of fire extinguishers, fire exits and First Aid kit(s).

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Prayer Ministry Team Leader

Role Description

Updated July `26

Aims:

A Prayer Ministry Team is focused on facilitating a safe, Spirit-led environment where individuals can encounter God, receive prayer, and seek spiritual healing. Team members function as channels of grace, listening attentively and praying alongside or on behalf of others.

Responsible to:

The Incumbent.

Main responsibilities:

- Accountable to the Incumbent and PCC for the oversight of the Prayer Ministry Team
- Facilitate appropriate cover for services
- Communicate the theme for the Sunday service to the team, ahead of the date
- Arrange meetings, with an emphasis on prayer and support for team members
- Maintain awareness of the appropriate practice and functioning of the team
- Ensure that new members of the team receive adequate training and support
- Committed to personal Christian spiritual growth and discipleship and to ensure adequate personal supervision exists.

Personal specification:

- A regular worshipping member of St Michael and All Angels, Hughenden
- Approachable, warm and comfortable initiating conversation
- An ability to listen and communicate well
- Sensitive to the needs of others
- Treats everyone with respect and dignity
- Works well as part of a team.
- Committed to their participation in rotas and availability as agreed.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process

- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- Know the fire evacuation and lockdown procedures for the Church, including their role

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).

Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Prayer Ministry Team

Role Description

Updated July '26

Aims:

A Prayer Ministry Team is focused on facilitating a safe, Spirit-led environment where individuals can encounter God, receive prayer, and seek spiritual healing. Team members function as channels of grace, listening attentively and praying alongside or on behalf of others.

Responsible to:

The Incumbent.

Main responsibilities:

Ministry and Intercession:

- Be available to pray with individuals during or after services, listening to needs non-judgmentally and inviting the Holy Spirit to bring comfort, restoration, and guidance
- Be open and responsive to the Holy Spirit, listening attentively to both God and the person receiving prayer.

Pastoral Care & Boundaries:

- Represent the church in a calm, gentle, and caring manner, maintaining a compassionate presence while understanding personal limits
- Recognise when to refer complex or high-risk situations (such as safeguarding concerns) to clergy or pastoral leaders.

Confidentiality:

- Demonstrate appropriate sensitivity, strictly upholding the privacy of those receiving prayer, sharing sensitive details only with authorised leadership for necessary follow-up
- Operate under the oversight of the clergy team and Prayer Ministry Team Leader and follow agreed team guidelines and principles.

Team Participation:

- Arrive early for pre-service prayer, collaborate with ministry partners
- Participate in team meetings for prayer, support, and ongoing training.

Spiritual Readiness:

- Maintain an active, healthy personal prayer life, lead by example in worship, and stay accountable to church leadership
- Be committed to personal spiritual growth, maintaining accountability to Church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Personal specification:

- A regular worshipping member of St Michael and All Angels, Hughenden
- Approachable, warm and comfortable initiating conversation
- An ability to listen and communicate well
- Sensitive to the needs of others
- Treats everyone with respect and dignity
- Works well as part of a team.
- Committed to their participation in rotas and availability as agreed.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- Know the fire evacuation and lockdown procedures for the church, including their role in these.

Welcomer and Sides-person

Role Description

Updated July `26

Aims:

A church Welcomer is the vital "first face" of the congregation. Their purpose is to provide a warm and inclusive welcome: greeting attendees, assisting with seating, distributing service materials, and, where needed, putting people at ease. Also, with the Sides-persons, to assist the Churchwardens in maintaining a reverent atmosphere and managing latecomers quietly.

Responsible to:

The Incumbent.

Main responsibilities:

Before the Service

- Arrive in good time and be familiar with the weekly bulletin, service times, etc
- Stand near the main entrance and offer a warm and sincere greeting
- Hand out worship books, service sheets, newsletters, materials as needed.

During the Service

- Proactively look for new faces, introduce yourself, offering visitors a warm welcome
- Help people find suitable seating and, where needed, walk them to their seats
- Welcome latecomers graciously and assist them into church with minimal disruption.

Communion

- Guide members of the congregation to the altar rail in an orderly, peaceful manner.

The Offertory (Collection)

- Where applicable, pass collection plates around the congregation, then bring the offering to the altar to present to the clergy.

After the Service

- Help connect newcomers to the clergy, group leaders, or other members of the church
- Collect misplaced service materials.

Personal specification:

- A regular worshipping member of St Michael and All Angels, Hughenden
- Approachable, warm and comfortable initiating conversation

- Sensitive to the needs of others (e.g. accessibility, young children, toilet location, etc.)

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

- Punctual and committed to serving on a rota basis
- Treats everyone with respect and dignity
- Works well as part of a team.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- Complete the Church of England Basic Safeguarding Awareness course (Triennially)
- Comply with the church's requirements to report safeguarding concerns or allegations.

Practical arrangements relevant to the role:

- Know fire evacuation and lockdown procedures for the church, including their role in these
- Know the location of fire extinguishers and First Aid kit(s).

Churchwarden

Role Description

Updated July `26

Aims:

Churchwardens are officers of the Bishop and the senior lay representatives of the parish, responsible for a wide range of duties that generally involve management, maintenance and mission. The role is one that is expressed through a series of important relationships: with God, members of the congregation, the Bishop, the Incumbent, and with the wider community.

Responsible to:

The Incumbent.

Main responsibilities:

Legal and Administrative Duties

- Maintain order and decency in the Church and Churchyard, especially during services
- Hold title to the Church's movable goods, keep an up-to-date inventory, and hand over items to successors
- Discharge the duties assigned to them by law and custom, including health and safety, safeguarding, and faculty requirements for building works
- Attend visitations and keep the Parochial Church Council (PCC) informed of parish life
- Act as Treasurer if the post is vacant and ensure the PCC meets its financial obligations.

Pastoral and Mission Duties

- Form a close working relationship with the Incumbent
- Support the Incumbent in the administration of the parish and pastoral care of clergy and congregation
- Lead and enable others, helping parish members develop their faith, gifts and ministries
- Ensure the Church is open to the public and that worship, pastoral care, and mission continue, especially during a vacancy.

Operational and Community Engagement

- A strong commitment to making the Church a safe and secure place for congregants and visitors, including children and vulnerable adults
- Welcome visiting clergy, ensuring they hold the Bishop's licence/Permission to Officiate
- Supervise Welcomers and Sides-persons and maintain good order during services
- Collaborate with clergy, PCC, and volunteers to advance the Church's vision & mission
- Liaise with the wider community and represent the parish in ecclesiastical matters.

Personal specification:

- A person of Christian faith, conviction and prayer, with a desire to serve God and to grow in a relationship with Him
- A regular worshipping member, empathetic to the values and ethos of the Church
- Willing to be involved in the life of the Church and its community
- An ability to listen empathetically to people, including those different to oneself
- Prepared to engage with change
- Good organisational, interpersonal and communication skills
- Works well as part of a team.

Other requirements:

- 21 years of age or older
- Not disqualified from being a Charity Trustee
- Not already serving on the PCC of another parish
- Comply with the St. Michaels Safer Recruitment Process
- Help create and support a safeguarding culture in which all are safe and can flourish.

Practical arrangements relevant to the role:

- Churchwardens are automatically appointed members of the PCC
- During a vacancy, churchwardens will be the sequestrators together with the Area Dean and anyone else whom the Bishop appoints.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the Church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Parish Safeguarding Officer

Role Description

Updated July `26

Aims:

The Parish Safeguarding Officer is the key link between the diocese and the parish, concerning safeguarding matters. She or he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of the safeguarding policy. The role can be undertaken by one person or shared.

Responsible to:

The Incumbent.

Main responsibilities:

- Help create and support a safeguarding culture in which all are safe and can flourish
- Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities
- Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance
- Liaise with the Incumbent over safeguarding issues
- Stay connected with the leaders of all activities and offer them advice and support over safeguarding matters
- Liaise as necessary with the Diocesan Safeguarding Team
- Report all concerns or allegations against church officers to the Head of Safeguarding
- Attend diocesan safeguarding training and meetings offered for PSOs
- Assist with safeguarding training in the parish as appropriate
- Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy
- Provide the PCC with a written safeguard report, in addition to the APCM report, at least twice annually
- Ensure that the Safeguarding Policy and contact details are displayed in the Church
- Keep accurate records of all safeguarding concerns that may arise and ensure

that others do the same
- Promote inclusiveness in places of worship and within church activities
- Keep the church-leadership up to date with evolving good safeguarding practice
- Maintain an ongoing review of safeguarding practices, procedures and requirements using the diocesan safeguarding Dashboard.

Personal specification:

- A regular worshipping member of St Michael and All Angels, Hughenden
- Approachable, warm and comfortable initiating conversation
- A compassionate, and objective attitude when dealing with victims, survivors, and vulnerable people
- Treats everyone with respect and dignity
- A high degree of personal integrity, resilience, and a strong commitment to making the church safer
- Empathy towards the values and ethos of the church
- Works well as part of a team.

Other requirements:

- Comply with the St. Michaels Safer Recruitment Process
- A clear understanding of basic safeguarding principles for children, youth, and vulnerable adults at risk of harm
- Understand and operate within the policies of the church (e.g. House of Bishops' guidelines)
- Strong verbal and written skills, with the ability to maintain strict confidentiality and data protection protocols
- Ability to keep meticulous records and manage processes, e.g. DBS checks, training logs, etc
- The confidence and ability to lead discussions around safe culture, as well as the ability to challenge practices or behaviours that pose a risk
- Capability to instigate difficult conversations, respond calmly to disclosures of abuse, and escalate concerns promptly to the Diocesan Safeguarding

Practical arrangements relevant to the role:

- Know the fire evacuation and lockdown procedures for the church, including their role in these.
- Know the location of fire extinguishers and First Aid kit(s).

Pastoral Visitor

Role Description

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

Updated July 2026

Aims:

The aim of pastoral visiting in the Church of England is to provide friendship, support, and contact with the community of faith.

Responsible to:

The Incumbent.

Main responsibilities:

- Visit parishioners in homes, hospital, workplace as directed by the Incumbent
- Build relationships, offering conversation and active listening

- Praying and supporting and take Communion (where appropriate)
- Make and maintain telephone contact with those visited
- Recognition of boundaries and ensuring appropriate confidentiality
- Assessment of particular needs, ensuring any personal data is stored securely
- Be aware of and comply with all relevant safeguarding requirements
- Attend meetings for your wellbeing, support, guidance or supervision.

Personal specification:

- A regular worshipping member of St Michael and All Angels, Hughenden
- Able to provide friendship, support and prayer to those unable to attend church
- Responsible for their personal learning and development by completing on-line and face to face courses provided by the Diocese or other organisations.

Other requirements:

- Complete the St. Michaels Safer Recruitment Process, including DBS application
- Attend Pastoral Visitor meetings as required.

Practical arrangements relevant to the role:

- Have a sound knowledge safe visiting practice, e.g. *visiting in pairs*
- Access to consecrated elements (as appropriate)
- Have Church approved identity information when carrying out visits.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

PCC Member

Role Description

Updated July `26

Aims:

A Parochial Church Council (PCC) member is the governing and executive body of a Church of England parish. Members are responsible for promoting the church's mission, managing church finances and property, ensuring legal compliance, and acting as charity trustees.

Responsible to:

The Bishop and Diocese of Oxford.

Main responsibilities:

- Cooperating with the parish clergy to promote and further the whole mission of the Church—pastoral, evangelistic, social, and ecumenical
- All PCC members are charity trustees (This requires acting with integrity, avoiding conflicts of interest, and making decisions that are in the best interest of the Church)
- Overseeing the Church's finances, managing expenditure, raising funds, and preparing annual accounts for the Charity Commission and Diocese
- Ensuring the PCC actively adopts and implements national safeguarding policies to protect children and vulnerable adults
- Creating a culture of safeguarding in which everyone is safe and can flourish
- Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee
- Sharing the legal responsibility with the churchwardens for the maintenance and repair of the Church building, Churchyard, and moveable objects
- Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship
- Support their clergy, prayerfully and personally
- Taking the lead in demonstrating pastoral care to all who live in our communities
- Attending regular PCC meetings (law requires a minimum of 4 times a year)
- Reading meeting papers beforehand to ensure informed decision-making.

Personal specification:

- A person of Christian faith, conviction and prayer, with a desire to serve God and to grow in a relationship with Him
- A regular worshipping member, understanding of the values and ethos of the Church
- A genuine commitment to the church family, life, and to the local community

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake safeguarding training relevant to the role. The training can be completed online via the CofE *Safeguarding Training Portal*. Face-to-face training may also be available. Only the highest level of Safeguarding training, required for the role, needs to be repeated every three years (Triennially).
Policies and Procedures	Everyone must read and comply with all relevant policies and procedures that have been approved by the PCC. All volunteers and workers in the Church must abide by the CofE Code of Safer Working Practice. https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf

- An ability to collaborate, make informed collective decisions, and listen empathetically to people, including those different to oneself
- Integrity and discretion, especially being sensitive to parish or personal matters.
- A willingness to share time, experience, and ideas
- Prepared to engage with change
- Good organisational, interpersonal and communication skills
- Works well as part of a team.

Other requirements:

- Be aged 16 or over
- Be a communicant member of the Church of England
- Be on the Church Electoral Roll of the parish for at least six months prior to election
- Is not legally disqualified from acting as a charity trustee.