

VERGER ROLE PROFILE

Join our Verger team from as little as 2 hours per month.

This role is on the front line in welcoming all visitors to All Saints Church. You will need to be 18+ and the type of person who enjoys meeting and engaging with people. You might have or wish to develop an interest in history or architecture or maybe just want to play a part in your local community.

This is an **opportunity** to use your existing skills and perhaps develop new ones. As a Verger the kind of activities you might be involved in could include:

- Welcoming and informing the public of the facilities available inside the church.
- Telling the story of All Saints (the building and people), including its place in national and local history.
- Answering general queries.
- Promoting the activities of All Saints including the services offered and events held, from cultural events such as concerts and recitals to worship and community support.
- Being aware of the safety of all visitors and reporting any serious issues, accidents and emergencies.

Training

You will be part of a small and dedicated team and we will ensure that you receive appropriate training and support to enable you to carry out your role. Most of the training will be on the job so initially you will shadow experienced Vergers until you feel confident to go solo. You will receive training to ensure that you are familiar with and abide by our Safeguarding Policy and Guidelines. All Saints is an accessible place which welcomes all. There may be occasions when you will need to deal with difficult people. Again, training will be provided to ensure that you are able to handle such instances in a confident and sensitive manner.

Commitment

To make scheduling as manageable as possible we ask you to commit to at least one 2 hour shift per month. We need to ensure that Vergers are available during church opening hours, so it includes both weekdays and at weekends. But the time is of your choosing!

There are three shifts per day:

Weekdays and Saturday: 10am – 12pm, 12 - 2pm and 2 – 4 pm

Sundays: 12-2pm, 2-4pm, 4-6pm.

We value and appreciate the support you'll be able to give us. We could not function without you and we aim to make sure that you enjoy a fulfilling and memorable experience as a Verger.

For further information please contact heritage@allsaintskingston.co.uk

Gardening Team Volunteer Role Profile

Volunteer Role

All Saints Church occupies a unique position at the heart of Kingston and has witnessed much, from the coronation of Athelstan, the first King of England in 925, through the Reformation and slavery, right up to the role of the church in Kingston today. The Heritage and Learning department at All Saints is committed to engaging people of all ages with the rich history of the church and Kingston.

All Saints churchyard is one of the largest green spaces in the centre of Kingston. It is used by the local community, for events and education work. Churchyards are unique and historical habitats, with an abundance of flora and fauna. Our gardening team work tirelessly to maintain the churchyard as well as developing new areas of interest.



Why volunteer at All Saints?

- Becoming part of a team
- Sharing and developing your gardening skills and experience
- Working in a beautiful and historic environment

What is involved?

- Working with the gardening team to maintain and develop the churchyard
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines

All Saints Church
Market Place
Kingston upon Thames
Surrey KT1 1JP
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E info@allsaintskingston.co.uk



Gardening team volunteers should be:

- Friendly
- Flexible and happy to adapt to changing circumstances in an appropriate way
- Interested in gardening/the environment
- Team player
- Practical
- Engaged
- Basic physical ability

Time Commitment

We offer flexible opportunities according to the time of year. The gardening team work on Saturday mornings from 10am -12 noon (weather permitting). Our busiest periods are Spring, Summer and Autumn. The tasks will vary according to the seasons.

Training

There will be a probationary period. Once you have assisted for 3 months you will be invited to a review meeting to share progress.

Gardening Team: Steve Guy, Jean Cope and Carys Griffiths

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Café Relief Volunteer Role Profile

Join our Café relief team from as little as 1 hour per month.

Role Purpose

To assist in the running of the Café at All Saints Church, selling food and beverages to the general public. This role has been designed to relieve staff for 1 hour at the end of the day [3-4pm] and allows the important café service to continue. You will need to be 18+ and the type of person who enjoys meeting and engaging with people.

Key Tasks

The purpose of the role is to provide cover in the day to day running of our busy café. Duties include:

- Serving hot beverages and cakes to café customers
- Promote a friendly and welcoming atmosphere
- To be involved with taking food orders
- Responsibility for the handling of cash
- Assist to serve hot drinks and cake, clear tables and use of the dishwasher
- Emptying bins, and cleaning & sanitising work surfaces
- To adhere to All Saints policies, procedures, protocols and guidelines at all times, in particular Safeguarding.
- Being aware of the safety of all visitors and reporting any serious issues, accidents and emergencies.

Training

You will be part of a small and dedicated team and we will ensure that you receive appropriate training and support to enable you to carry out your role. Most of the training will be on the job so initially you will shadow those undertaking the role until you feel confident to go solo. You will receive training to ensure that you are familiar with and abide by our Safeguarding Policy and Guidelines.

Time Commitment

To make scheduling as manageable as possible we ask you to commit to at least one 1 hour shift per month. This takes places for 1 hour (3-4pm) on Wednesdays or Thursdays, term-time only.

We value and appreciate the support you'll be able to give us.

For further information please contact heritage@allsaintskingston.co.uk

Stewards Volunteer Role Profile

Volunteer Role

All Saints Church occupies a unique position at the heart of Kingston and has witnessed much, from the coronation of Athelstan, the first King of England in 925 to the civil war and Victorian restoration. Today All Saints is also a vibrant events venue hosting everything from concerts and gigs to charity balls and wedding receptions.

The stewarding team plays an important role in facilitating these events by assisting hirers in a number of areas. These including opening and closing the church if the event is out of normal opening hours, showing hirers where furniture and equipment belongs and answering basic enquiries (full training is provided).



Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your communication skills and techniques through training and experience
- Engaging with visitors of all ages through a variety of activities
- Working in a beautiful and historic environment

What is involved?

- Completing an induction and informal training to develop your skills
- Providing a friendly welcome for all visitors to All Saints
- Sharing and engaging with visitors of all ages (from early years to the elderly)
- Assisting hirers with event related enquiries
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines
- Completing a DBS (Disclosure and Barring Service) Check

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Stewards should be:

- Friendly
- Flexible and happy to adapt to changing circumstances in an appropriate way
- Good at communicating
- Team player
- Practical
- Engaged

Time Commitment

Depending on the date of events booked, volunteers sign up to steward for events as they are booked. These events often involve late nights or early mornings.

Training

Induction and training will be provided to successful applicants.

Head of Stewards – John Dewhurst

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Children's Sunday Workshop Leader Role Profile

Volunteer Role

All Saints Church occupies a unique position at the heart of Kingston and All Saints is the historic parish church of Kingston, whose bounds stretched at one time from Richmond to Molesey.

It is a place of significant heritage. The first King of England – Athelstan – was crowned here in 925AD, making this arguably, the place where England began.

The church has been at the centre of Kingston life for centuries and serving the community in a variety of different ways is a top priority for us.

Offering our young families a safe, inspiring and enjoyable experience of church life through our varied activities is part of this commitment to serving our community. Children's Sunday workshop forms a key activity in the engagement of our young families.

Why volunteer at All Saints?

- Becoming part of a team.
- Sharing your skills and expertise.
- Playing an integral part in our weekly worship.
- Engaging and inspiring our young families.
- Introducing our young children to the teachings of Jesus in a fun and creative manner.
- Working in a beautiful and historic environment.

What is involved?

- Attending an informal interview with one of the Workshop co-ordinators.
- Completing a brief induction and informal training to develop your skills.
- Preparing for and running a children's workshop session following the Scripture Union syllabus, roughly every 5 to 6 weeks.
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines.
- Completing a DBS (Disclosure and Barring Service) check.

Workshop volunteers should be:

- Interested in people.
- Have some experience of engaging and / or working with young children.
- Friendly, welcoming and responsible.
- Flexible and happy to adapt to changing circumstances in an appropriate way.
- Good at communicating.
- Team player.
- Practical.

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Time Commitment

Workshop leaders run a session approximately every 5 to 6 weeks, at the 9.30am Sunday service. The session lasts around one hour (starting at the end of the first hymn), before the children re-join the main service for communion. A certain amount of preparatory work is required in advance of the session (approximately one hour).

There is a workshop co-ordinator for both the younger (for children aged 5 and under) and older (5 + years) groups who invite all leaders to submit their availability for each quarter before compiling a rota. There is flexibility amongst the team to swap sessions around if need be.

Training

You will be provided with a full copy of the age appropriate Scripture Union booklets from which to prepare your session. One of the workshop co-ordinators will run through the booklets with you and provide you with some tips and hints on how to best plan your sessions. Each workshop leader will be invited to observe at least one group workshop in advance of leading their own session.

Children's workshop Team Leaders; Karen Mayo and Alexia Cammish

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Family Craft Activities Volunteer Role Profile

Volunteer Role

Family activities take place throughout the Kingston Borough school holidays and aim to be a fun and creative way for families and visitors to engage with the history and heritage of All Saints. These activities can include trails around the church, art and craft activities. The family activities aim to highlight specific aspects of the church, giving families the opportunity to explore and enjoy the fabric of the building in a new way, while spending time together.

Family activities heritage volunteers undertake a variety of tasks, to support the work of the Heritage and Learning department. These include welcoming families to the church, helping with trails inside the church and assisting with preparation and delivery of art and craft activities.

Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your communication skills and techniques through training and experience
- Engaging with children and adults through delivery of family activities
- Working in a beautiful and historic environment

What is involved?

- Providing a friendly welcome for all families to All Saints
- Assisting families in craft activities
- Contributing to planning of activities and providing feedback from events
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines
- Completing a DBS (Disclosure and Barring Service) Check

Family activities volunteers should be:

- Friendly
- Flexible and happy to adapt to changing circumstances in an appropriate way
- Comfortable communicating with all age groups
- Team player
- Practical
- Engaged
- Interested in creative activities (prior experience is not required)

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Time Commitment

Craft activities run every Thursday in the School holidays (for Kingston schools). Dates for the year are listed below. We appreciate any help you are able to provide, whether for a craft preparation session or helping on the day.

2020 Dates:

Craft Preparation days (Wed: 1-4pm)

February: 19th
April: 8th & 15th
May: 27th
July: 22nd & 29th
August: 5th, 12th, 19th, 26th
October: 28th

Activity days (Thurs: 11.15am- 2.30pm)

February: 20th
April: 9th & 16th
May: 28th
July: 23rd & 30th
August: 6th, 13th, 20th, 27th
October: 29th

Support

You will arrive 15 minutes before the Activity days begin to be briefed about the craft activities on offer that day and ensure you feel confident to speak to families about the activities on offer that day.

To find out more please contact

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Primary Schools Workshop Assistant Volunteer Role Description

Volunteer Role

School workshops are a fantastic way to interpret All Saints and discover its hidden stories. Our workshops are informative and fun and tell the fascinating story of our Saxon heritage and the importance of King Athelstan, the first King of England, who was crowned on this site in 925.

What is involved?

- Learning about the fascinating Saxon history of All Saints
- Help young children take part in a costumed re-enactment of King Athelstan's coronation ceremony which took place on this site over a thousand years ago.
- Completing an induction and informal training to develop your skills
- Providing a friendly welcome for school groups
- Contributing to planning of activities and providing feedback from events
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines
- Completing a DBS (Disclosure and Barring Service) Check

Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your communication skills and techniques through training and experience
- Engaging with children and adults through delivery of education activities
- Working in a beautiful and historic environment

Schools volunteers should be:

- Friendly
- Flexible and happy to adapt to changing circumstances in an appropriate way
- Comfortable communicating with all age groups
- Comfortable with public speaking
- Team player
- Practical
- Engaged
- Interested in the history of All Saints Church and the Kingston area

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Time Commitment

Time commitment: Schools will be able to visit weekdays between 10am and 3pm. Once bookings are made, the dates will be circulated among schools volunteers and you can let the Learning and Engagement Officer know if you are able to help on those specific dates. The booking will not be confirmed if there are not enough volunteers available.

If you are able to assist with planning and preparation this would include additional hours.

A briefing session (30mins) before each booking you are able to help with.

Heritage Volunteer Manager – Pippa Joiner, Learning and Engagement Officer

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Floristry Team Volunteer Role Profile

Volunteer Role

All Saints Church occupies a unique position at the heart of Kingston and All Saints is the historic parish church of Kingston, whose bounds stretched at one time from Richmond to Molesey.

It is a place of significant heritage. The first King of England – Athelstan in 925AD – was crowned here making this, arguably, the place where England began.

The church has been at the centre of Kingston life for centuries and serving the community in a variety of different ways is a top priority for us.

The All Saints floristry team contributes to many services and events throughout the year including many weddings. Their eye-catching displays create wonderful decoration to the historic building and add the finishing touches to special events.

Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your creative and artistic skills
- Contributing to events such as weddings
- Working in a beautiful and historic environment

What is involved?

- Working in compliance with All Saints Church Safeguarding Policy and Guide

Floristry volunteers should be:

- Friendly
- Flexible and happy to adapt to changing circumstances in an appropriate way
- Team player
- Practical
- Engaged
- Interested in creative activities (prior experience is not required)

Time Commitment

This role is needed as required for special services and events (such as flowers for Remembrance Sunday service, Christmas and Easter). It is approximately 1 day every 3 months but is variable and dictated by events in the church.



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Floristry Team Volunteer Manager –Faith MacDonald

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Listening Team Volunteer Role Profile

Volunteer Role

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It is a place of significant heritage. The first King of England – Athelstan in 925AD – was crowned here making this, arguably, the place where England began.

The church has been at the centre of Kingston life for centuries and serving the community in a variety of different ways is a top priority for us.

The All Saints Listening Team is there for anyone who needs to talk to a sympathetic listener either because they have a specific problem and no-one to confide in or because they are lonely and have no-one to talk to.

Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your listening skills
- Providing an important service to the local community
- Working in a beautiful and historic environment

What is involved?

- Attending an informal interview with one of the church clergy.
- Participating in a training course (times and dates arranged to suit all participants)
- Offering 2 sessions a month, currently mornings 11 – 12.15. There are normally 2 listeners on duty.
- Attending monthly team meetings, currently Monday mornings but can vary.
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines

Listening volunteers should be:

- Interested in people
- Able to listen without bringing the conversation round to themselves
- Non-judgmental
- Friendly

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Time Commitment

Minimum of 2 sessions per month, currently Monday to Saturday mornings 11 - 12.15. Team members state which days of the week they prefer and a monthly rota is drawn up accordingly. It is always possible to vary the days to allow for holidays etc.

Training

There is a training course for new listeners with a minimum of 3 sessions, times and dates arranged to suit participants, followed by in situ practice. Training may have a waiting list, so be prepared for a wait before you can commence the role. New listeners initially are paired with a very experienced Listener. The monthly team meeting gives an opportunity for issues to be raised and skills to be developed.

Listening Team Leader – Sandy Cragg

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371

Kingston upon Thames Bell Ringers Role Profile

Volunteer Role

All Saints Church occupies a unique position at the heart of Kingston and has witnessed much, from the coronation of Athelstan, the first King of England in 925, through the Reformation and slavery, right up to the role of the church in Kingston today.

There is a long tradition of bell ringing at All Saints Kingston and there is an active bell ringing team which rings bells after special services and for special occasions as requested. Ringing takes place in the Bell Tower– located up over 50 steps.

Learning to ring church bells is a structured and enjoyable process - if you have the energy to climb the tower stairs, and the coordination to catch a ball, you can learn to ring. However, it takes a number of sessions for you to be competent at 'handling' a bell.

Why become a Bell Ringer?

- Working as part of a team
- Developing your skills and experience
- Social – bell ringers are very sociable people enjoying barbeques and dinners together; as a ringer you will be welcomed in almost every tower in the country
- Music – creating the changes and permutations bell ringers call music
- History – history of bells and churches
- Travel – opportunity to visit lots of wonderful churches and little villages
- Engineering – maintaining the bell fittings
- Continuous learning – even ringers with over 50 years of experience can still learn new methods

What is involved?

- A reasonable level of fitness is needed to climb the 50 steps to the tower
- Physical exercise – ringing is a technique that involves physical exercise and a sense of timing, but doesn't require brute strength
- Good time keeping and reliability are required
- Completing the training period and commitment to regular practice
- Working in compliance with Safeguarding Policy and Guidelines
- Individuals from the team may be occasionally asked to assist with minor maintenance issues
- Ringing is suitable for anyone from the age of around 12 and over

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Bell Ringers should be:

- Interested in bellringing
- Good time keeping
- Reliability
- Team player
- Practical
- Engaged
- Basic physical ability

Time Commitment

Minimum commitment of 1-2 sessions per week: The Bell Ringing Group practice on Wednesday evenings from 7.45pm and on Sunday mornings and evenings. We also ring on special occasions such as weddings or special services such as Christmas and Easter.

Training

All necessary training will be given. It takes over 10 hours to learn the basic bell ringing skills and therefore being able to commit to the training period and regular practice sessions thereafter is desired.

Bell Ringing Team: Kate and Paul Flavell

Email kateflavell@f2s.com or paulflavell53@gmail.com

English Conversation Volunteer Role Profile

Volunteer Role

We run a 'Practice your English Conversation' class for Speakers of other Languages who want to practise their English once a month. Volunteers provide basic English skills to people who would like to enhance their communication in English. Anyone whose first language is English can provide meaningful assistance for people.

Why volunteer at All Saints?

- Becoming part of a team
- Sharing your skills and expertise
- Developing your listening skills
- Providing an important service to the local community
- Working in a beautiful and historic environment

What is involved?

- Providing a friendly welcome for all participants
- Provide basic English skills to people who would like to enhance their communication in English
- Contributing to planning of sessions and providing feedback
- Attending an informal interview
- Working in compliance with All Saints Church Safeguarding Policy and Guidelines
- Completing a DBS (Disclosure and Barring Service) Check

English Conversation volunteers should be:

- Interested in people
- Friendly
- Practical
- Engaged

Time Commitment

English Conversation takes place at All Saints Church once a month over a 2-hour period.

English Conversation Team Leader – William Allbury

Email – heritage@allsaintskingston.co.uk

Tel. No. – 0208 541 5371