**Sample Server Volunteer – Role Description**

**SUPERVISION**: The Canon Precentor and the Head Server.

**TIME COMMITMENT:** As per rota

**PURPOSE OF THE ROLE**:

Predominantly, the task of server at the Cathedral is that of being an acolyte (candle-bearer) or crucifer (bearer of the processional Cross). A server is a [lay](https://en.wikipedia.org/wiki/Laity) assistant to the [clergy](https://en.wikipedia.org/wiki/Clergy) during worship. An altar server also attends to supporting tasks at the [altar](https://en.wikipedia.org/wiki/Altar) such as fetching and carrying. It is not expected that a server is a Eucharistic minister (assisting with the distribution of Holy Communion), though it is possible to offer this ministry alongside that of server following discernment and training.

**VOLUNTEER PROFILE:**

* A positive, friendly, helpful attitude.
* Enthusiasm for the Cathedrals’ worship.
* Ability to act with due reverence and courtesy.
* Ability to move with dignity and to sit attentively.
* Flexibility to learn and perform any of the servers’ duties.
* A willingness attend training sessions, as required.
* Serving is a physical role, and servers must be physically capable of fulfilling their duties.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* Report to the Vestries at least thirty minutes before services.
* Carry out the role assigned to you to the best of your ability.
* Be aware of any special arrangements.
* Assist with tidying up after services.

**EXPECTATIONS**

* An understanding of and empathy with the operations of a working Cathedral as we emerge from lockdown.
* To adhere to all government and on site social distancing guidelines.
* An understanding of and empathy for the Mission and Values of the Cathedral.
* Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return
* Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting and to wear a cassock and black shoes when rehearsing and preparing for worship, and to be smartly vested during worship.
* To respect and maintain confidentiality.
* To be prepared to do extra duties for large services and festivals, especially over Christmas, Holy Week and Easter, for ordinations and other special services.
* To work as a member of a team
* Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session
* Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
* To be aware of security risks at all times, including unattended items and the safety of your own possessions and to notify Cathedral staff of any perceived risk immediately.

**TRAINING**

All volunteers must undergo

* Safeguarding Training – Level C0

*A higher level maybe required depending on the role*

Induction training which will include

* Health & Safety
* Fire
* Security
* 1st Aid (role dependant)

**The Cathedral is committed to safeguarding children, young people and**

**vulnerable adults**

**SAFEGUARDING RESPONSIBILITIES**

* Implement safe and healthy working practices
* Risk assess all activities
* Listen to other workers and volunteers
* Protect yourself
* Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
* Attend any Safeguarding training at the appropriate level for your role
* Induct and train others where this is possible.

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| **Do** | **Don’t** |
| * Report all concerns about safety or well-being of an individual to the The Cathedral Safeguarding Rep, The Diocesan Safeguarding Team or to the Police (where there is an immediate risk of harm to a person)
* Carry out a personal risk assessment for lone working if appropriate
* Keep a written record of all incidents or disclosure (signed and dated)
 | * Offer confidentiality when you have a duty to report all concerns for safety
* Investigate disclosure; simply get clarification of detailed and report the information shared
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**BENEFITS**:

* Active participation in the life of the Cathedral
* Excellent training, including occasional access to experts and specialists
* Meeting and sharing knowledge with visitors from across the world
* Skills and CV development
* A digital parking permit on the Cathedral’s ANPR system for use when on duty on a first come, first served basis.
* Refreshments available (see bullet point 6 of additional information).
* Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
* 10% discount in the Cathedral Shop and Café (subject to them re-opening).

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from lockdown.
* You become part of a passionate and dedicated team.
* You play your part in a historic moment in the life of the Cathedral.

**SPECIFIC TRAINING:**

* Attend a bespoke training/induction session prior to starting your first shift.
* Depending on additional advice received from the UK government or Church of England, you may be required to attend additional sessions.

**ADDITIONAL COVID-19 INFORMATION:**

Every member of staff and volunteer must also take responsibility for their own **personal safety and that of others**:

* If you are advised to shield by the government we do not recommend that you volunteer.
* Volunteers must not have shown any symptoms at least 14 days in advance of attending.
* If you have any symptoms including a dry, persistent cough, high temperature or loss of smell and taste you must not attend and should seek medical advice and inform the Cathedral immediately.
* Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
* Volunteers may be required to wear PPE.
* Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.

Dress code is smart casual and your ID badge must be visible at all times. You are recommended to wash and change your clothes each day.

*Reviewed December 2020*