

JUST LOOKING

“Whoever brings blessing will be enriched, and one who waters will himself be watered.”

Proverbs 11:25



Volunteer roles at St Andrew's Church

Ephesians 2:8-10

‘For it is by grace you have been saved, through faith – and this is not from yourselves, it is the gift of God – not by works, so that no one can boast. For we are God’s handiwork, created in Christ Jesus **to do good works, which God prepared in advance for us to do.**’

Dear St Andrew's Member,

As referenced back at the APCM I am so thankful for all the volunteering work that is done here at St Andrew's but also aware that there are many opportunities for others to step-up into.

We serve out of response....

We serve God with our ‘Time, our Talents and our Treasure’ out of response to his amazing love and grace. We do not serve God out of guilt or ‘if I don't do it no one else will!’ but in response to his love, by prayer and discernment we ask Jesus ‘In giving my life to you, how may I serve you and others?’

God has prepared good works in advance for us to do!

Ephesians 2:10 clearly tells us that God has prepared good works in advance for YOU to do! But as one minister said, “The trouble with the church is that some people are doing their good works AND other peoples good works and are wearing themselves out!” If we are to be a caring, vibrant and healthy church then we need to have a framework to discern our gifts, work out our God given calling and be given an opportunity to serve God in his church as we move into those very ‘good works’ God has prepared in advance for us to do. A common response from team members is that as they give they receive; we are blessed as we bless others.

For a Season?

As you work out what the Lord has prepared for you, it is worth recognising that God may be calling you to serve in an area of his church for a season, things are not always set in stone.

Just Looking!

Adopting an ethos of volunteering in St Andrew's works best when we can openly discern a call to an area of ministry by having an exploratory conversation, with the contact person mentioned in the following pages, without the fear of being signed up for years with no get out! “Just Looking” enables everyone to have a safe trial period of time to see if this is for them.

I encourage you to pray through this booklet and to ask God how you can serve him in his church and then to step out in faith and “*Just Look* at what the Lord can do through you!”

With grateful thanks for all so many are and will be doing,
Tim

Sunday Services

*Roles marked ** require training, aptitude and a certain skill level. For details please talk with the contact person concerned.*

Worship Team **

Role: Team member

Commitment: Sunday services; Worship Training; some mid-week meetings

Frequency: Once or twice a month on Sundays; monthly Worship Training on Mondays 8 - c.9.30pm

Contact: Belinda Patrick; belinda.patrick@st-andrews.org.uk; 01923 447111

Technical Support **

Role: P.A. Desk Operator

Commitment: To be present for rehearsal times and the duration of the service

Frequency: On a rota according to availability

AND

Role: A.V. Operator

Commitment: To be present for 30 - 40 minutes before start time and the duration of the service

Frequency: On a rota basis according to availability

Contact: Keith Patrick; keith.patrick@st-andrews.org.uk; 01923 447111

Prayer Ministry Team**

Role: Team member

Commitment: Sunday services; possibly other occasions as required

Frequency: Variable from weekly to when available

Contact: John and Heather Cowan; via ali.ball@st-andrews.org.uk 01293 447111

Welcome and Hospitality

Role: Welcome Team member

Commitment: To be ready to welcome half an hour before the start of a service and remaining in the foyer for the next 10 -15 minutes.

Frequency: On a rota basis according to availability

AND

Role: Hospitality Team member

Commitment: To set up and clear up after the refreshments for Sunday services; differing time slots according to nature of support ie morning or evening.

Frequency: On a rota basis according to availability.

Contact: Les Palmer; lespalmer64@gmail.com; 0771181 2833

Flower Arranging

Role: Team member (1 of 12)

Commitment: To create two arrangements (one for the foyer and one for the sanctuary) on the Thursday or Friday before your allotted Sundays

Frequency: 4-5 times a year

Contact: Stacia Ford; via parish.office@st-andrews.org.uk; 01923 447111

Funday Sunday

Role: To be on kitchen team to produce the Funday Sunday breakfast

Commitment: c.9am- 1pm

Frequency: Only every other month

Contact: Judith Palfreman; Stephen.palfreman@ntlworld.com; 01494 763352

Children and Youth

Sunday Children's Team at 9am service

Role: Team member

Commitment: Pre-reading teaching notes; arriving to pray; leading a small group of mixed-age children in activities: telling a story, discussion time a simple craft activity; team debrief and helping to clear up

Frequency: Once a month 8.45am - c.10.30am

Contact: Phillipa Maddox and Jake Dyer; children.families@st-andrews.org.uk; 01923 447111

Sunday Children's Team at 11am service

Role: Team member for under 5s or 5 -11s

Commitment: Pre-reading teaching notes; arriving to pray; leading a small group in activities eg: telling a story, discussion, craft, games, prayer, drama; team debrief and helping to clear up

Frequency: Once a month 10.15am - c.1pm

Contact: Phillipa Maddox and Jake Dyer; children.families@st-andrews.org.uk; 01923 447111

VIP Club Team and Space Club Team

Role: Team helper

Commitment: Participating and supporting the leaders with games, teaching, craft and other activities; team debrief and helping to clear up

Frequency: Term time: **VIP** (8-11 year olds) 5.15pm - c.7.30pm on Tuesdays

Space (5-8 year olds) 4.15pm - c.6.30pm Wednesdays

Contact: Phillipa Maddox and Jake Dyer; children.families@st-andrews.org.uk; 01923 447111

Sunday Youth at 11am service

Role: Serving breakfast

Commitment: Arriving at 10.30am to pray, serving breakfast from 11.15 - 11.30am
Clearing up and washing up afterwards

Frequency: Once a month

AND

Role: Team member

Commitment: Arriving at 10.30am for briefing and prayer. Building relationships; leading small group discussions, possibly teaching, with material provided; pack down, team debrief and prayer, finishing at c.12.45 pm

Frequency: Ideally every week, but twice a month or once a month also possible.

Contact: Lizzy Plummer; lizzy.plummer@st-andrews.org.uk; 01923 447111

Acts and Breakout

Role: Team member

Commitment: Building relationships; leading small group discussions, possibly teaching, with material provided; pack down, team debrief and prayer

Frequency: Term time: **Acts** Tuesdays; 6.45pm - c.9pm

Breakout Thursdays; 7pm - c.10pm

Contact: Lizzy Plummer; lizzy.plummer@st-andrews.org.uk; 01923 447111

Community and Outreach

Social Committee

Role: Team member

Commitment: To finding creative ways to facilitate great interactions both within the church family and our wider community working alongside the staff to create a joined up social itinerary. To host some, whilst also giving support to others hosting events. We would be particularly keen to have a few gentlemen join the team.

Frequency: Committee meeting - an evening once a term plus events as required.

Contact details: Adeola Oludemi; adeolaoludemi@gmail.com

Friendship Club

Role: Helpers - to help with all duties throughout the day and befriending the members

Commitment: A full day from 10am to 3pm or either morning from 10am - 1pm or afternoon from 12.30pm - 3pm

Frequency: Either every week or on a rota basis

AND

Role: Help with Set-up - to prepare lounge and dining-room for the day

Commitment: From 9am - c.9.45am

Frequency: Weekly or on a rota basis

AND

Role: Drivers - To bring/take home members who live in Chorleywood

Commitment: About half an hour between 10.15am and 10.45am or about half an hour between 2.30pm and 3pm

Frequency: Either weekly or on an ad hoc basis

Contact details: Diana Bird; 07742 027 860

AND

Role: Cooks - To assist the main cook in preparing the meals or to be the main cook who organises and shops for the dinners

Commitment: From 9.15am - c.1.30pm

Frequency: On a rota basis

Contact details: Catherine Harer; 01923 282228

Cha Cha Chorleywood

Role: To support the vision of Ballroom and Latin American dancing classes for church members and the local community. The first hour is for beginners, the second hour for those with some experience

Commitment: To chat and laugh! with our guests; to help with set up and clearing away if possible

Frequency: Three ten week terms per year. Monday evenings from 7.15 - 8.30pm; 8.30 - 9.45pm

Contact Details: Sylvia Marheineke; sylviamarheineke@gmail.com; 01923 229653

Community Champions

Role: To be on a team for heading up St Andrew's engagement with our local community and co-ordinate our involvement in local community events

Commitment: To plan for Chorleywood Village Day and Late-night shopping, plus potentially other events as inspired!

Frequency: Chorleywood Village Day and Late-night shopping are both annual events

Contact: Simon Jones; simon.jones@st-andrews.org.uk; 01923 447111

Baby Group

Role: Team helper

Commitment: To come in and help set up, make drinks for the mums/carers and talk with them, have occasional baby cuddles

Frequency: Friday mornings 9.30am - 11.30am in term time

Contact: Ruth Daborn; daborndayz@gmail.com

Toddlers

Role: General helpers

Commitment: To come in and help with set up and to talk with mothers and carers

Frequency: One morning/week – a Wednesday, Thursday or Friday in term time
AND

Role: Helper at Dads' Morning

Commitment: To support the vision of these mornings reaching out to and befriending others

Frequency: Twice termly; Saturdays 10am-12 noon.

Contact: Christine Freeman; 01923 284593

Circle of Security Parenting Course

Role: Catering for a simple evening meal for about 16 parents for 7.15pm and clearing up afterwards at c.8pm.

Commitment: To offer friendly hospitality and care during a 6 week course on 1 or all 6

Frequency: Spring term. Wednesdays; time is preparation and tidy up dependent.

Contact: Dave and Sue Trevor, Denise Challis; denise.challis@cantab.net;

01923 284690

Men's Breakfast

Role: To support the team

Commitment: To support the vision and especially to help clear up.

Frequency: Saturday c.8-11am; 1-3 times a year .

Contact: Robert Freeman; 01923 284593

Ladies Breakfast

Role: Setting up

Commitment: Set up Friday 5 - 6.30pm, including men; Saturday 7.30 - 8.30am.
AND

Role: To operate the Sound Desk

Commitment: Setting up on Saturday c.8.15am and manning this during the breakfast; closing down. (1 session of training required)

AND

Role: Clearing up

Commitment: Tidying and putting the tables away and laying out the chairs for Sunday morning services; washing up and putting everything back in place.

Men would be welcome from c.10.00am

Frequency: Saturdays c.8 -11am; 1-3 times per year.

Community and Outreach Continued

Men's Beer Pizza and Film Nights

Role: To support the vision of this fellowship and outreach opportunity

Commitment: To welcome and chat with each other and guests and to help where and when necessary

Frequency: The first Thursday of most months; 7.30 - 10pm

Contact: James McKechnie; james.mckechnie@hotmail.com

Samara's Aid

Role: Team member

Commitment: To sort contributions and then pack them in banana boxes

Frequency: Up to a week x2 yearly – October and January

Contact: Judith Palfreman; Stephen.palfreman@ntlworld.com; 01494 763352

Alpha

Role: Team member to support the vision and practical side of the evening

Commitment: Which could include welcome, cooking, set up and clearing away, making drinks but should be available for the whole duration including the all day Saturday Away Day

Frequency: 12 weeks (including all day Saturday Away Day)

Contact: Nicky Selby; nicky.selby@st-andrews.org.uk 01923 447111

Detonate

Roles: Small Groups Leaders and helpers, Age Group Leaders, drama, craft, games, Help with Early Birds, Parent Zone, refreshments, security at the gate and overnight, putting up the stage and set, band, stage team

Commitment: To be involved in preparation as required; as much time as you can give during the week

Frequency: The event is the first full week of the summer school holiday. There are meetings monthly after Christmas if you become involved in planning

Contact: Judith Palfreman or Martin Dunkerton; stephen.palfreman@ntlworld.com; 01494 763352

NB A DBS check will be necessary for various of these roles

Pastoral

Pastoral Visiting Team

Role: Team Member

Commitment: when available; visits would usually be for 20 - 40 mins; guidance can be given

Frequency: variable (e.g. once or twice per month)

Contact: Richard and Jane Gill; richardandjanegill@hotmail.com; 01923 283031

Driving

Role: To provide transport and drive

Commitment: Occasionally driving folk to appointments

Frequency: As and when required; relatively infrequently

Contact: Lucy Turner; lucy.turner@st-andrews.org.uk; 01923 447111

Life Groups

Role: Leader of a new Life Group

Commitment: to meet weekly or fortnightly, attend bi-annual LG leader training days and socials

Frequency: weekly or fortnightly during term

Contact: Nicky Selby; nicky.selby@st-andrews.org.uk

Administration and Practical Support

Welcome Desk

Role: Cover for staff sickness/courses/annual leave

Commitment: To warmly welcome visitors; answer enquiries - including the phone; receive and give messages

Frequency: Occasional; as required; c9.30-13.00hrs on weekday(s)

Contact: Natasha Taylor; natasha.taylor@st-andrews.org.uk; 01923 447111

Maintenance

Role: Support the care of our grounds and premises

Commitment: Gardening; general craftsmanship and decorating

Frequency: Wednesday 9.30am-1pm; working party as and when required

Contact: Keith Patrick; keith.patrick@st-andrews.org.uk; 01923 447111

Church Cleaning Rota

Role: Team member

Commitment: With one another to vacuum, dust and clean the glass in the Church, Lounge through to Chapel, prioritising the Sanctuary and Foyer as your time allows

Frequency: Once every 6 weeks for 1-1½ hrs; Friday (or Saturday) morning

Contact details: Stacia Ford; via parish.office@st-andrews.org.uk; 01923 447111

Toilet Cleaning Rota

Role: Team member

Commitment: With another to clean the church toilet facilities

Frequency: Once every 4-6 weeks; Friday (or Saturday) morning

Contact details: Natasha Taylor; natasha.taylor@st-andrews.org.uk

Administration

Role: To be available to support the church's administrative staff on occasion on special projects

Commitment: At this stage just a willingness to be asked, as things come up.

Frequency: Variable and negotiable. Could be one-off or regular

Contact: Simon Jones; simon.jones@st-andrews.org.uk; 01923 447111

Baking and Cooking

Role: Bake cakes; make a meal for an individual, family or event

Commitment: To join with us baking for church events and/or at times supporting the pastoral care of the church

Frequency: As and when required

Contact: Ali. Ball; ali.ball@st-andrews.org.uk 01293 447111

Additionally: To support the **Homework Club** or **Open Youth Work** (which we host for CiS fellowship who meet at Chorleywood Primary School on a Sunday morning) as these are in the process of being reviewed

Contact: Sarah Agnew; sarah.agnew@st-andrews.org.uk

Further Information

To find out: more about many of these opportunities please refer to the website for the APCM Report (part two) and where you can also follow links to read more about the Children and Youth work at St. Andrew's.

Contact: parish.office@st-andrews.org.uk for any further assistance in making a connection with the right people.

Though this booklet will be periodically updated, please be mindful that it is a snapshot of a current situation so please do ask the named contact people, as and when you have the opportunity to volunteer, what support they then may require.

Autumn 2018