

COMPASSION VOLUNTEER

Job Description

Job Summary

To support the Compassion Ministry Leader in facilitating all groups and ministries held under the umbrella of Compassion at Grace Church.

Reports To

Tim Bunker (Compassion Lead)

Key Responsibilities

1. Family Foundations

- Organisation of rotas and communication with the team.
- Receiving referral forms and communicating with third parties.
- Recording foodbank data.
- Maintaining stock of baby clothes.

Optional: Occasionally joining with the team on a Tuesday morning if that fitted with volunteer availability, to better see how the ministry runs and allow more effective communication.

2. Wednesday 12 o'clock Service

- Management of rotas.
- Production of running orders.
- Scheduling texts and other communication.

3. Women's Group

4. Point person for the team.
5. Organisation of rotas.
6. Scheduling texts.

Projects & Larger Pieces of Work

- Organisation of larger events like the Christmas Party.
- Other relevant tasks or events, e.g. attending Christian Action Network, longer term projects.