



Volunteer Title: St Mark's Service Volunteer	Reports To: St Mark's Church
Last Updated: February 2017	Interested email: susan.lewin@whiteleyvillage.org.uk

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

**General Responsibilities:**

To assist the Chaplain and other clergy to conduct services in St Mark's Church.

**Key Duties:**

- Setting up prior to a Service
- Greeting special guests and family members where appropriate and ensuring all their needs are met
- Testing equipment(CD player) before a service to ensure speakers and music are effectively heard
- Operating equipment during rehearsals and services
- Checking equipment is in good working order and reporting any faults to the Chaplain
- Ensuring equipment is stored and organised efficiently

**Essential Skills:**

- Ability to operate simple equipment (CD Player, Lights - A full orientation and training will be given)
- Good communication skills and ability to welcome and reassure guests at sometimes difficult times such as funerals
- Happy to work as part of a team

**Desired Attributes:**

- Interest/respect for Christian worship

**Rewards:**

- Full training on how to set and use church equipment
- Opportunity to develop new skills and meet new people
- The knowledge you are making a significant difference to St Mark's services and all those who attend
- Whiteley Village can provide a reference to prospective employers
- Invitation to volunteer appreciation events

**Volunteer Hours:**

This position is of a voluntary nature and your availability for undertaking the role will be agreed in advance with the Chaplain – it is estimated each service will require @1.5 hours volunteering. Ideally you should be able to commit to an ongoing monthly agreement.

