



Taunton Minster
Volunteers' and Welcomers' Policies
Handbook



Together with list of
Volunteer's duties for each department

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Taunton Minster Volunteer Policy

Current Policy Date - January 2024. Review Every five years.

Date of next review January 2029

Attached to this Volunteer Policy Document is a Volunteer Application Form.

Taunton Minster is required to keep an up-to-date application form for all its volunteers so we would be very grateful if you would please complete a new form and send it to a Churchwarden.

The worshipping community at Taunton Minster is a church family. As members of the church, we volunteer our times and talents to further our mission, to make Christ known. As volunteers we carry out a range of duties e.g. children's worker, coffee shop, book shop, flower arranging etc. Our volunteer roles are varied, but they are all valued by the church family.

Having gifts that differ according to the grace given to us, let us use them: If prophecy in proportion to our faith; if service, in our serving; the one who teaches, in his teaching, the one who exhorts, in his exhortation; the one who contributes, in generosity; the one who leads with zeal; the one who acts with mercy and with cheerfulness.

Romans 12 v 6 – 8.

As a church we will care for our volunteers:

- Matching your skills, gifts, and experiences with the right role for you wherever possible.
- Offering appropriate training and support for your role, accessing appropriate Diocesan support.
- Celebrating success and recognising loyalty and dedication.
- Respecting all our volunteers and listening to what you have to say, consistently encouraging two-way communication.
- Providing information about the church's work, policies, and procedures.
- Reimbursing agreed out of pocket expenses promptly.
- Ensuring your health, safety, and welfare as a volunteer.
- Providing a positive and friendly atmosphere.
- Providing access to trained members, to support, guide and advise you.

As a volunteer we expect you to:

- Aim for high standards of reliability, efficiency, and quality in your volunteering.
- Work in partnership with other volunteers, staff, and the general public.
- Support, respect and adhere to our organisational policies, guidelines, and management decisions – including all aspects of equal opportunities, health and safety, data protection and use of our name.
- Consider and protect the church's good reputation in your actions and conduct.
- Act responsibly, within the law.
- Let your team leader know if you have any problems, so that we can find a solution together.
- Let your team leader know if there are changes in your circumstances that may affect your volunteering.
- Have the best possible experience by getting involved and enjoying your volunteering.

General Guidance

All volunteers will have an informal induction and receive training from their team leader. The team leader will be your key contact when volunteering. The team leader will, themselves, be a volunteer and we expect that you will work together in a two-way respectful way. If the volunteer has an issue with their team leader at any time, this should be discussed with a churchwarden.

We are committed to ensuring your well-being and safety whilst you are volunteering and in turn, we expect our volunteers to contribute to maintaining a safe working environment.

The PCC has appropriate types of insurance in place to cover its volunteers. These include Employers Liability insurance and Public Liability insurance in the event of a volunteer being harmed due to the negligence of Taunton Minster, or a third party being injured as a result of the actions of a volunteer whilst performing church duties. However, our insurance does not cover a volunteer's personal belongings.

The PCC does not provide motor insurance for you as a volunteer. Driving in connection with charitable volunteering is normally classified by insurers as "social, domestic and pleasure" which is part of your standard car insurance cover. We recommend that you check with your own insurer but there should not be any additional costs. If we have agreed to reimburse your expenses for travelling in your own vehicle, we use government standard mileage rate, which includes an allowance for insurance as well as fuel, maintenance, and tax etc.

In most cases you will need to be over 16 years of age to volunteer independently and under 18s may be asked for parental consent. Younger people may get involved in some aspect of volunteering with us, if they are accompanied by a responsible adult. We do not have an upper age limit for volunteers but there may be situations that require us to ask someone to stop volunteering- for example when health issues are considered a risk to the person concerned or others around them.

If you are volunteering to work with children and or vulnerable adults, you will be required to complete a DBS check and the online Safeguarding training before you commence volunteering. Safeguarding training will need to be completed before you apply for a DBS check. This is in line with the Parish Safeguarding Policy.

If you have any problems concerning your volunteering, please talk to your team leader immediately. The church takes the concerns of its volunteers very seriously and will make every effort to resolve any difficulties. If the concern is not resolved, you should contact a churchwarden in line with our complaints policy.

No comments or stories should be given directly to the media unless your volunteer role specifically includes talking to the press or other local social media. Generally, our media relations are handled by trained specialists at the Diocese and so any requests from the media should be referred to your team leader.

We take care to protect your information as part of our Data Protection responsibilities. As a volunteer, we expect you to protect any personal or confidential information to which you may have access. In turn, to protect others, we expect you to not share pictures or your church activities on social media; you may send pictures to the church office who will post on the church's social media account where appropriate.

The rights to any original works that you may produce in the course of volunteering will belong to the PCC, unless otherwise agreed in writing and approved by the PCC. Examples include photography, artwork, graphic design, and written work including the results of research. We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may

of course request that an image is not used. The PCC reserves the right to withdraw permission for a volunteer to participate if it is causing concern or undermining the reputation of Taunton Minster.

The PCC reserves the right to withdraw permission for a Volunteer to participate in any of The Minster's activities if that Volunteer is causing concern or undermining the reputation of The Minster.

TO/LAW
11.01.24



Thank You for offering your time to help WELCOME visitors into Taunton Minster

“Do not forget to entertain strangers, for by doing so some people have entertained angels without knowing it.”

Hebrews 13:2

All members of our congregations are obliged to be welcoming toward visitors and newcomers to Taunton Minster.

Welcoming is one of the most important, yet simple ministries in the church. We want to provide a safe, warm, quiet environment for our visitors.

Welcomers should warmly ‘welcome’ new people and connect those people to life and the love of God. Specifically, they greet people as they enter the church and extend special recognition to visitors and newcomers, inviting them to share their names and addresses with us.

Welcomers represent to everyone who walk in the door the ‘face’ of Taunton Minster. This is an important role given that most visitors & newcomers will form first impressions of our church within the first few minutes of walking into the building. If we want people to come back, and to become ‘members’, we need to welcome them well. We want them to remember that warm and welcoming feeling that makes them feel they want to come back.

A warm welcome, a friendly smile, and just the simple reassurance that “we are glad to see you!” can go a long way.

To be a welcomer, you only need to smile and be friendly!

Visitors are vulnerable guests:

When we invite people into our homes, we do not let them find the toilet or tea and coffee; we show them where important things are. We want them to feel comfortable. Most guests are looking for connection, kindness, acceptance, and shared values.

Visitors want to be personally recognized and welcomed. It is easy to provide these things:

- A smile
- A warm welcome (“Hello, how are you? I don’t believe we have met.”)
- A friendly question (“Is there anything I can answer for you?”)
- Show them the Order of Service, where the coffee/tea, toilets, children’s play area are.
- Tell them about your first experiences at church.
- Introduce them to someone else - anyone else.
- Ask if they are visiting as a ‘one off’ (perhaps they’re in the area on holiday) or if they are looking for a church to join.
- Depending on their familiarity with church you might want to explain what will happen during a church service (i.e. we’ll sing, read the Bible, hear a talk from the Bible, pray etc).

* It may be that some people will prefer to keep a ‘low profile’ and might not want to engage in conversation. If that is the case, they will make it obvious. Don’t labour the conversation! Simply say something like - ‘I’m glad you’re here, I hope you enjoy your visit to Taunton Minster and then let them have ‘space’ to do their own thing.

- Just Offer guidance about where to sit.

When welcoming give priority to visitors & new-comers, and to regulars whom you don’t know very well.

Don’t allow yourself to get tied up in conversation with people you already know well. Save this for a later time.

Spotting Newcomers:

We have a lot of members, friends and guests during services. It is hard for all of us to know who is technically new. It may feel awkward going up to someone and finding out they have been a member for 10 years, even if they have not been a regular worshipper. Please keep in mind that although we have Welcomers to ensure newcomers are greeted and to answer questions, we want everyone who walks in our door to feel welcome - so it is ok to Welcome everyone!

Start out by saying “Good Morning, I don’t believe we have met...” this helps ease the awkwardness. rather than saying “are you new?”

Some good ways of determining if someone is new:

- Someone who is awed by walking into the building (“wow isn’t it beautiful...”)
- Someone who is reading everything on the bulletin boards, displays, etc.
- Someone who is looking awkward or unsure.
- Someone who shows up really early before the service starts.

Some useful information for Welcomers.

It is important to arrive about 30 minutes prior to the service and be around and available for 5-10 minutes after the service has begun to assist latecomers.

Wear name tags! There are also Steward arm bands under the churchwarden's seat.

Check whether there is Tekna

After the service Your work is not done

Research has shown that visitors determine the friendliness of the congregation during the 10 minutes AFTER the service.

Please spot and stay near the visitors and follow up with any you may have seen before services. Questions to ask:

- Hello - "How did you enjoy the service?"
- "May I answer any questions for you?"
- Conversation Starters (to break the ice)
- "Hi! I'm _____. I don't think I've met you before."
- "What brings you here today?"
- "Why did you come to Taunton Minster this morning?"

Welcoming Questions (to make it easier to introduce newcomers to others)

Tell me about yourself.

"Have you lived here long?" (where do you come from?)

"What interests do you like to pursue.

"Are there any questions I can answer for you?"

"Don't forget to share something of yourself.

"Tell the visitors about private prayer and St Andrews Chapel.

How to End the Conversation

Finishing up greeting a newcomer can be almost as hard as beginning.

- Here are some Suggestions:
- Introduce them to someone else
- Lead them to the back to get a Together Magazine and a Today sheet to see what is happening in church imminently.
- Walk them to the coffee and tea area
- If they ask you a question you can't answer, say, "I don't know the answer to that, but perhaps _____ does. Let me introduce you."

Shy Newcomers

The shy newcomer is someone who does not want to commit to signing the guestbook or even to get acquainted. They are still trying to decide whether this community is one they would like to be involved with.

Or they:

- Run out at the end of the service (but a quick hello-and-welcome may be tolerated)
- Don't want to fill out a guest card?

Our Vision

We aim to know Christ better and to make Christ better known.

By being.

- a town centre focus for Christian witness and outreach
- a warm welcoming place where people of all ages can come to know the love of God
- a worshipping community who seek to follow the Gospel commandment to 'love your neighbour'

And offering

- prayerful spaces where all can experience love
- historic buildings which are beacons of hope for the people of Taunton.

Some questions you can ask yourself.

- Why did you first come to Taunton Minster?
- What impressed you the most?
- What was a negative experience when you were new.?
- What stuck out in your mind?
- Is it still the same?
- What can you do to help make things better.

Think of 10 questions that can help our church more welcoming.

Some thought you might find helpful.

Think of a time when you have felt truly welcomed. -

Maybe it was coming home after a long time away. Maybe someone took you in when you were far from home. Relive those feelings for a moment. Feel that warmth again; see those smiles and feel those arms embracing you. What a gift it is to be welcomed.

Hospitality, true hospitality, is emotionally powerful. It touches something very deep in us - our profound human longing to feel accepted, to belong, to be loved, to feel safe, to be valued and respected.

Hospitality is not something to be shocked about; it must be lived. Hospitality is both a spiritual discipline and an expression of spiritual health. If I feel angry, hurt, unloved, or alienated I cannot offer a warm welcome. Conversely, if I am at peace, filled with joy at being alive, aware of those around me with compassion in my heart, then hospitality flows naturally and inevitably from the depths of my being.

What is true of an individual is also true of a community. A congregation in which people do not genuinely love each other is not likely to exude warmth. A congregation that is self-absorbed and disconnected from its community cannot offer religious hospitality. Hospitality is love in action.

The world's great religious traditions have long affirmed the link between religion and hospitality. Both Hebrew and Christian scriptures urge us to welcome the stranger as a guest. Hebrew scriptures, recalling the oppression the children of Israel suffered as foreigners, teach us to love the stranger, the outsider. The Book of Leviticus instructs the people, "You shall love the alien as yourself, for you were aliens in the land of Egypt."

The teachings of Jesus extend this tradition. Jesus and his followers went beyond welcoming the foreigner to the more radical practice of welcoming the marginalized: children, women tax collectors, the poor, lepers, prostitutes, even enemies. In Jesus' vision of the Kingdom of God, there are no foreigners. We are all God's children, and we are all loved.

Hospitality, true hospitality, is not an obligation. It is not a duty. True hospitality is a spiritual practice, a religious practice. Like meditation or prayer, hospitality connects us with a deep truth and compassion that transcend ourselves. Our sense of isolation and individualism is an illusion that cuts us off from what is real, true, loving, and sacred in life.

There are a thousand ways to practice hospitality. First, we can begin by being open and loving with those we already know, allowing ourselves to be vulnerable and extending ourselves to others. But we cannot and must not stop there. If we stop there, we draw a circle that keeps others out, a circle that disconnects us. We must go much further.

A true religious hospitality reaches out to those we do not yet know. This can be as simple as greeting those seated near you on Sunday morning or any church service and working up the courage to talk to a stranger during coffee hour. It means warmly welcoming those who come looking for a religious home. As Unitarian Universalists, we respect each person's search for truth and meaning. And as stewards of hospitality, we can stand ready to look at each other face-to-face, to see the divine in each person.

But we must also take the spiritual practice of hospitality beyond the safety of our own religious communities. Our practice must extend to opening our hearts to strangers throughout our lives.

The real challenge for us, the spiritual heavy lifting, comes when we encounter people who appear to be different from ourselves. People we perceive as different test our spiritual development - and help us develop spiritually. We need to practice openness to people who make us uncomfortable: people who come from a different ethnic group; people a lot older or

younger; people who are gay, straight, or conservative; people who believe crazy things or are mentally ill. When we welcome what is uncomfortable, we grow.

The best reason to reach out isn't to help another person; it is to make ourselves whole. Reaching out frees us from the prison of the self. Reaching out with love frees us from individualism and narcissism.

With love comes understanding, and with understanding comes love. Ultimately, love and understanding are one.

The hunger for true religious community, for connection and commitment, is pervasive in our time. Our future depends on whether we can connect with people at the level of their deepest longings and highest aspirations. We are called to feed the spiritually hungry and to offer a home to the religiously homeless. And in the process, we are enriched in spirit.

Someone, a long-lost relative of the human family, is coming into our lives. It happens every single day. At church it happens every single Sunday. May you and I be there, with anticipation in our hearts, warm smiles on our faces, our eyes ready to truly meet the eyes of another, and our arms extended, saying, "Welcome, welcome."

Adapted from the book Now Go Forward, By J. D. Eshleman

“Loving unbelievers, the way Jesus did is the most overlooked key to growing a church...The command to love is the most repeated command in the NT, appearing at least 55 times.”

1. Every member is a host and not a guest. Making visitors feel welcome is primarily the responsibility of members, not the nebulous “church.”
2. The most important person for a visitor to talk to in order to feel at home in a new church is you. It is not the pastor, or the greeter, but a regular attender. J. David Eshleman says, “One of the most impressive gestures we can extend to first time visitors is for people with no official position to take the initiative and welcome them.”
3. Treat first time visitors as guests of God, not strangers.
4. Smile at everyone and offer your hand.
5. Look people in the eye.
6. Take the initiative, don't wait for visitors to initiate conversation.
7. Learn people's names and remember them.
8. Use [only] appropriate and allowed Touch such as a handshake or a gentle pat on the back.
9. Ask questions and learn about your guests. It is better to express interest in them than it is to try to “sell” your church.
10. Listening is a very effective way to show love.
11. Greet children at their level.
12. Let children be children.
13. Invite visitors to join you at something, anything!

14. Never let new people sit alone. Eschelman says, “New people should never have to sit alone. Take initiative and go to them without delay.”
15. Help visitors find seating that suits their family’s needs.
16. Help first time visitors by being their tour guide and helping them find worship resources. Visiting a new church is like a cross-cultural experience, even for those of us who have visited dozens of other churches.
17. Invite people to fill out your church’s visitor registration card or information.
18. Tell people you’re glad they are here.
19. Pray for them throughout your week.
20. Be yourself! You are loving! You have a good thing going! You have the capacity to love more people, and to love more deeply. Eschelman says, “Practice making people feel special, and what you give to others will be returned to you.”

Duties of Sunday Welcomers

- Please arrive 30 minutes before the service starts.
- Check that the Order of Service and Today sheet is available.
- Collate the Order of Service and Today Sheet so they are ready to hand out to visitors attending the service.
- Turn on the Urn and hot water heater in the kitchen!
- Set out the mugs, cups, and saucers so that they are ready for the coffee break after the service.
- A Welcomer should stand by the Angel doors to open them ready when visitors arrive. (And say good morning).
- A Welcomer should click in each visitor, one clicker for over 16 and one clicker for under 16 (These numbers are then recorded after the service in the Vestry).
- You will be asked to stand by the Font to be ready to hand out the combined Order of Service and welcome the visitors by Saying Good Morning.
- Once the service starts, please stay in your welcoming position for a few minutes to welcome latecomers.
- You will be asked to help with the collection. It is clear in the Order of Service during which hymn the collection is taken. There should be three or four collectors, once your area is finished you should stand at the centre isle to wait for the other collectors and walk up the isle to the Altar together. Then return to your seat.
- During the last hymn you will be required to go to the kitchen to help prepare the teas and coffees. A donation dish is set out on the countertop together with the biscuits. Once the initial rush is over, please remove the donation pot closer to the Urn for safe keeping.
- Help clear up the café tables and check that all the pews are tidy with no rubbish left behind.

Thank you so much for your help to make Taunton
Minster a friendly, warm welcoming place to visit.

Duties of Weekday Welcomers 13.00 – 15.00pm

- Please arrive fifteen minutes early so that you can get yourself ready to Welcome our visitors.
- Please remember that you must not be alone in The Minster at any time.
- Please let the kitchen volunteers know you have arrived.
- The Welcomer armbands are located under the 'lift up' lid where the churchwardens sit.
- Please stand or sit in the area between the Font and the Book Shop so you can see anyone entering The Minster and help, if they need assistance, opening the glass Angel doors using the 'press buttons.
- Your priority is to welcome our visitors. Whilst we understand it is nice to chat and have a catch up with your other volunteer. Please save this for quiet times.
- Please welcome our visitors into The Minster and help to provide them with a safe warm environment for the time they spend with us.
- Please be ready to answer any question the visitor may have, there are some really helpful booklets in the book shop which can tell you all about the building and its history.
- Offer any of the information leaflets if necessary.
- Of course, some people just come in to light a candle, say a prayer, spend time in St Andrews chapel. Please respect their needs.
- At 3pm please make sure that everything is tidy and let the Verger know you are leaving.

Thank you so much for your help to make Taunton Minster a friendly warm welcoming place to visit.

Duties of Coffee Shop Volunteers

- Clear tables in café
- Wipe tables down after each sitting including the laminated mat and chair seats.
- Make sure sugar / sweetener bowl is kept filled.
- Load and unload the dishwasher.
- Keep worktops clean and tidy.
- Fill drinks cabinet and top up biscuits and crisps.
- Take orders of food for Sandra.
- Deliver the made-up food to the customer.
- Be polite and helpful.
- Serve hot and cold drinks.
- Advise customers that the food and drinks are paid for at the till.
- Dispose of recyclable items properly.

End of shift:

- Sweep the floor.
- Make sure the kitchen is clean and tidy and everything is put away.

Cashier:

- Please be polite and helpful to the customers when taking their money.
- When the till is quiet, please help to clear the tables.

The Coffee Shop is important to Taunton Minster. Thank you so much for giving your time to Volunteer in the Coffee Shop and for helping to make Taunton Minster a friendly, warm, and welcoming place to visit.

Duties of Flower Team Volunteers

Our aim is to enhance the beauty of Taunton Minster.

- You are required to provide and maintain flower arrangements in accordance with our rota as agreed with your team leader.
- Your duties will involve sourcing flowers and greenery for which you can claim expenses. All arrangements should be completed by the required date, and you should maintain these arrangements for the allocated weeks.
- You should select stands and containers from our stock. Cloths should be used to protect floor coverings.
- Flowers should be arranged under Mary Magdalene, in front of the Pulpit, In St. Andrews Chapel and in the Soldiers Corner.
- You could also be required to carry our additional flower arrangements for some Weddings, at Easter time and for Harvest Festival.
- Please take care when using dangerous items, such as scissors and knives, and make sure these are kept safe and away from children.
- All garden waste should be placed in the allocated waste bin which will be disposed of by the Verger.
- Please ensure that you keep the flower corner clean and tidy, disposing of all unused foliage at the end of your duty.
- **You should never be alone in Taunton Minster.**
- Visitors to Taunton Minster may like to chat about the flowers and it is hoped that you will find the time to be kind and patient and to answer any questions they may have.
- Should you see anyone looking in need of Assistance please seek the appropriate help.

Thank you so much for your help to make Taunton Minster beautiful and in turn a warm, friendly, welcoming place.

Duties for Listener Volunteers

- Listening takes place in the Minster Coffee Shop between 10am and 12.00 (the hours are negotiable depending on the Listener's other commitments).
- The role of the Listener is to provide a friendly face and a listening ear for people using the Coffee Shop.
- It is expected that the Listener will introduce themselves to any visitor to the Coffee Shop who appears to be on their own or who would like to talk. An introduction can be made in a number of different ways including mentioning the weather or asking them whether this is their first visit to Taunton Minster. Signals can often be taken from the visitor at this point whether they would like to talk or not.
- The Listener must be sensitive to those who do not want to talk or who wish to be on their own but also of those who would like to talk.
- The Listener is not a counsellor and if the Listener feels the visitor needs extra input it may be possible to refer them to a member of the clergy or a specific agency.
- Try to remember the ten tips for Active Listening, the more you do it the easier it becomes.
- The Ten Tips for Active Listening list is available from your Team Leader.

Thank you so much for your help to make Taunton Minster a friendly, warm, and welcoming place.

Volunteer Sales Assistant (Book Shop)

Role Title: Volunteer Sales Assistant

Location: Taunton Minster

Main Purpose: To support the Shop Manager in helping to maximise sales in the shop and provide a responsive service to customers.

After undergoing a period of training with an experienced team member the new volunteer will be aware of the key responsibilities

which are: -

Key Responsibilities.

- Be an enthusiastic member of the shop sales team.
- Welcome customers in the shop and provide a high standard of service in the shop and on the telephone.
- Actively sell merchandise to customers in the shop.
- Approach customers, when it is judged they will welcome help, and advise them on the stock.
- Have a good knowledge of the stock and be able to talk to customers about it.
- Process sales through the till using credit card machine when necessary.
- Help ensure that the shop and stock are tidy and clean.
- Work as part of the overall church team, be aware of what is happening in the rest of the church or know where/who to approach for the information required.
- Be vigilant at all times and help minimise stock losses.

Thank you for your help to make Taunton Minster a warm, friendly, and welcoming place.

'NOISE' Group Volunteer Duties

- To help provide a safe and enjoyable environment for young people.
- Running or helping to run games.
- Leading or taking part in discussions about matters of faith
- Helping young people to get safely into and out of Noise.
- Make sure young people are kept safe while at Noise.
- Taking care of young people until they are collected by their parents or other responsible adults.

Encouraging young people to feel comfortable and happy in Taunton Minster is very important to us. So, we would like to thank you so much for giving your time to Volunteer with our young people at Noise and for helping to make Taunton Minster a friendly, warm and welcoming place to be.

Duties of Tekna Volunteers

- Tekna meets on a Sunday morning during the 10am service, in the Coffee Shop area of the Church.
- Tekna leaders usually sit in the pews next to this area, meeting before the Sunday Morning Service begins. The activities will be set up on the tables ready.
- During the Gradual Hymn, the team and children gather together to complete their activities, before returning to their parents/carers ready to go up for Communion or a Blessing.
- The area is tidied ready for the end of the Service.

Thank you so much for your help to make Taunton Minster a Friendly, warm, welcoming place.

Duties of Taunton Minster Choristers

- Rehearse **most Friday evenings - 7.15 to 7.45 pm**
- Lead the music etc **once a month on the first Sunday in the month** for the Family Service - **9.30 am rehearsal for 10 am service**, lasts an hour or less.
- Option to participate in **Reader Training on Fridays from 6.30 pm** for those choristers who are able to help with readings, prayers etc on the first Sundays.
- **Option to participate in *Noise!* which also runs on most Fridays after choristers**, for discussing and learning more about the Christian faith, often involving good humour and food also...
- In becoming a chorister, **we ask that children commit to regular attendance on Fridays** (letting us know if not able to come on a particular occasion), **and to coming to sing for the Family Service on the First Sunday in the month** unless unavoidably prevented from doing so (again letting us know as far in advance as possible).
- We hope that our Friday and Sunday sessions are fun, and we aim to offer something special that perhaps it is hard to find elsewhere.

Thank you so much for your help to make Taunton Minster a friendly, warm, and welcoming place to visit.

Duties of Taunton Minster Adult Choir

- Love singing God's praises in fellowship with others, and be ready to serve the worship needs of the church.
- Rehearse most Friday evenings: 8 to 9 pm
- Lead the music on Sunday mornings (9.30 am rehearsal for 10 am service) - except first Sunday in month when instead there is a Choral Evensong 3.30 pm rehearsal for 5 pm service.
- There are also some special services (eg Christmas Carol Service, *Darkness to Light* Advent Service etc) and some trips to sing elsewhere (eg Choral Evensong at Corfe or at St John's Church, carol-singing at Musgrove Park Hospital etc).
- In becoming a member of the Adult Choir, we ask that members to commit to regular attendance on Fridays (letting us know if not able to come on a particular occasion), and to coming to sing for the Sunday service (as detailed above) unless unavoidably prevented from doing so (again letting us know as far in advance as possible).

Thank you so much for your help to make Taunton Minster a friendly warm welcoming place to visit.

Duties of Taunton Minster Bellringers

Supported Events

- Regular Sunday Service Ringing, usually for 45 minutes prior to the start of the service.
- Ringing is required for other Services and events at Taunton Minster.
- To improve team performance, attend regular practice sessions, currently Wednesday evenings and occasional Saturday mornings.
- Volunteer to help, and/or support, wider Taunton Minster community events, e.g. Tower Open Day, Gaii Installation.
- Activities whilst a member of the Taunton Minster Team.
- Arrive promptly for scheduled start time.
- Notify Tower Captain/Lead Ringer of late, or nonattendance.
- Ring to the best of your ability at all times.
- Actively support and encourage other ringers.
- As a member of BWDACR follow all rules and policies, e.g. safeguarding training, GDPR regulations, etc.
- **ENJOY YOURSELF**

Thank you so much for the time you give to help make Taunton Minster a beautiful warm, friendly, welcoming place.

Other Volunteer roles in the life of Taunton Minster

- Servers
- Churchwardens
- Assistant Churchwardens
- Treasurer
- PCC Secretary
- Members of the PCC
- Members of Sub Committees
- Those who organise group activities.
- Lay Pastoral Assistant
- Lay Worship Assistant
- Prayer Ministry
- Together Magazine Editors and helpers

Thank you so much for the time you give to help make Taunton Minster a beautiful warm, friendly, welcoming place.

Volunteer Record

Thank you very much for volunteering to assist with the running of some of Taunton Minster's activities; the Parochial Church Council (PCC) are extremely grateful. For insurance purposes, the PCC has been asked by the Diocese to record details of everyone who helps in this way and we should be grateful if you would complete this form please.

Name of volunteer.....

Address:.....

..... Postcode.....

Telephone:..... Mobile:.....

Email:.....

Please could you say what role you take at Taunton Minster and how often you volunteer, e.g. I work in the bookshop two days a week.

.....

Safeguarding Training:

Course name..... Certificate no..... Expiry date.....

Emergency contact details (name and contact phone number):

.....

I am aware that the PCC is committed to promoting a safe environment for volunteers and all who enter the church or are visited at home. I agree that I will conduct myself responsibly and with a high standard of behaviour towards others as expected in a Christian community.

Signed:..... Date:.....

Form of recommendation (to be completed by someone known to you)

I have known for years

In what capacity?.....

I have no hesitation in recommending as a volunteer to work in Taunton Minster

Signed..... Print name

Address.....

Tel No/email.....

Countersigned by a member of the Church Date:.....

Thank you for taking time to do this

Taunton Minster PCC Registered Charity Number 1134818
If at any time you should change your mind about our contacting you please let us know via the Benefice Office on 01823 272441 or by email to office@tauntonminster.org. Please see our Privacy Policy on our website www.tauntonminster.org or the noticeboard in the church for more information on how we look after your personal information.

Make A Difference



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