



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Rota Organiser

Rotas

- Accompanist
- Chalice bearer
- Intercessor
- Open church
- Prayer
- Reader
- Refreshment helper
- Sidespeople

Responsible to:

To Churchwardens and through them to the Rector

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

Key roles and responsibilities:

- In consultation with the helpers, to draw up a rota
- To share rota with the helpers and post it on the churches' rota boards
- To email rota to the Rector and Parish administrator

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description created June 2020