



StMARY *with* StALBAN  
PARISH CHURCH *of* TEDDINGTON

# AUTUMN 2011

# VOLUNTEER OPPORTUNITIES

With so much happening at St Mary with St Alban, you won't be surprised to hear that we have a number of new volunteer opportunities. We are blessed with a wonderful array of hardworking volunteers who I know would be delighted to have more willing hands alongside them.

If you have a few hours to spare each week, or perhaps would like to be involved in one of our events, please take time to read about the four positions outlined in this leaflet. Alternatively, you may have less time but would still like to offer to help in various ways. Please see the list of regular jobs on the back page.

Please return this form to the parish office or talk to myself or our Parish Development Co-ordinator, Julia Hornsby, if you'd like to discuss any of the roles.

As new opportunities become available we will continue to publish them in leaflet form and on our website:

[www.stmarywithstalban.org](http://www.stmarywithstalban.org)

With many thanks for all your help

*Joe Moffatt*

**KEY POSITIONS  
AVAILABLE**

**TWO CHRISTMAS DAY  
LUNCH ORGANISERS**

**PARISH REP  
FOR OLYMPIC EVENTS**

**DATABASE  
ADMINISTRATOR**

**CATERING  
CO-ORDINATOR**

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## TWO CHRISTMAS DAY LUNCH ORGANISERS

**DATE:** The run up to and on 25 December 2011

**TIME COMMITMENT:** 1 - 2 hours per week and 9am - 5pm Christmas Day.

Each year there is Christmas day lunch for elderly and lonely people at Elleray Hall. Churches Together in Teddington take turns in organising the day and this year it is St Mary with St Alban's turn. Therefore, we are looking for an organiser who is willing to work with a small team (we will provide support in finding volunteers) and be available on the day.

**THE ROLE:**

To find, support and co-ordinate helpers for the following duties:

- Kitchen (draw up rota hourly slots)
- Be in back room making bags of food for guests to take home for the following day
- Make cakes, small presents and cards for distribution at the end
- Greet, waitress and talk to guests
- Lay tables
- 'Transport' co-ordinator to prepare schedules before the day and be on hand on the day
- Supervise cooking
- Entertainment after the meal

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## PARISH REP FOR OLYMPIC EVENTS

**DATE:** Run up to the Olympics 2012

St Mary with St Alban, along with churches in London, has an exciting opportunity to reach out to our local community through various events and activities surrounding the 2012 Games. 'More than Gold' is an organisation that has been set up to help churches to engage with the 2012 Games. Its vision is to have *"enabled thousands of churches to taste the excitement of reaching their community in fresh and ongoing ways in Jesus' name"*.

**THE ROLE:**

We would like to appoint a "Gold Champion" who would be able to organise a special event for our church and have regular liaison with More than Gold. You would have links with other Gold Champions in the area and share ideas, plans and opportunities. As a 'Champion' you would receive your own dedicated eNewsupdate and invitations to special briefings.

If this sounds like something you'd be interested in, please do look at the website **[www.morethangold.org.uk](http://www.morethangold.org.uk)**

There is also an opportunity to learn more by attending the exciting Kensington Conference "On Track?" taking place on Saturday, 8 October 9am -1.00pm at St Stephen's Church, Twickenham. This will be also attended by other members of the congregation.

# DATABASE ADMINISTRATOR

**DATE:** Monday mornings

**TIME COMMITMENT:** 3 HOURS / WEEK

The parish database is being updated and we require someone to work half a day on a weekly basis, ideally Mondays.

**THE ROLE:**

Initial set up: Data cleaning/de-duplication, transferring and inputting data from existing lists, (Excel/word) and classification of all contacts,

On-going responsibilities: Weekly data input, production of mailing lists for e-mails and postal campaigns and compiling reports.

Ideally you are meticulous, patient, logical with good administrative and organisational skills. You have familiarity with database technology and possess good computer operating skills.

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# CATERING CO ORDINATOR

**DATE:** Various

**TIME COMMITMENT:** Based on x events / year:

We would like to find a volunteer to co-ordinate the catering of various events; such as Harvest Supper, Christmas Bazaar and after certain services.

**THE ROLE:**

To establish the requirements for each event and ensure there are enough volunteers for each one. You would support the volunteers in duties such as serving wine, running the kitchen, etc and be present at all events (if possible). We already have an array of cooks and helpers for these events, so you wouldn't have to cook for any of them, unless you wished to!

You would be fully supported by the Links & Events working group. Ideally, we'd like you to join the group which meets about 5 times each year, but this is optional. We already have a list of forward events for the next year, so rarely are we taken by surprise! If you would like a copy of the list of events please contact Amanda Rymel: [amanda@stmarywithstalban.org](mailto:amanda@stmarywithstalban.org)

## REGULAR JOBS?

We are always in need of volunteers for a whole range of regular jobs.  
Could you help with any of the following?

### CHURCH SERVICES

- Serving at the altar
- Reading or leading intercessions
- Welcoming as a sidesperson
- Serving coffee after church

### CHURCH MAINTENANCE

- Churchsitting during the week
- Flower-arranging
- Cleaning Church (on Thursday mornings)
- Clearing the churchyard
- DIY & basic maintenance

### HELPING WITH CHILDREN'S GROUPS

- Sunday School
- Young people's group (Sunday evenings)
- Church Mice (Parent & Toddler group, Thursday afternoons)
- Guides, Brownies or Rainbows (Friday evenings)
- Scouts, Cubs or Beavers (Wednesday evenings)

### PASTORAL

- Baptism welcoming
- Home visits

### MUSIC

- Singing in the weekly choir (Friday evening rehearsals)
- Singing in our occasional choir (Christmas, Easter & Festivals)
- Participating in handbell team

### COMMUNICATION

- Delivering newsletters
- Writing articles and reports
- Administration
- IT maintenance

### EVENTS

- Catering teams for social events
- Photography at church events
- Helping with Christmas Bazaar

Please complete your contact details below:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE - HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

POSITION INTERESTED IN: \_\_\_\_\_

Please hand this form into one of the people on duty at the back of the church or send to Julia Hornsby, The Parish Office, St Mary's Parish Hall, Langham Road, Teddington. TW11 9HF

We will only use the personal information you provide within St Mary with St Alban Church. We will not make your personal details available outside of St Mary with St Alban Church unless obliged by law. Any personal information you give to us will always be processed in accordance with the UK Data Protection Act 1998.

**VICAR:** The Rev Joe Moffatt, Parish Office,  
St Mary's Parish Hall, Langham Road, Teddington. TW11 9HF  
Tel: 020 8977 2767 e-mail: [helping@stmarywithstalban.org](mailto:helping@stmarywithstalban.org)

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