Coffee & Company Team

Purpose: To provide a safe and welcoming environment where adults can meet for coffee and company

Reports to: Group Leader

Time Commitment: Thursdays 9:00-12:30

Key Responsibilities:

- To create a safe and welcoming environment.
- Turn on heating and lighting as appropriate; open back door and set sign.
- Welcome guests, engaging in conversation and providing refreshments.
- Ask new guests for emergency contact numbers, in case we need to contact someone on their behalf.
- Offer and support optional activities (e.g. quizzes, wordsearches, table games, a quiet video).
- Stack chairs and put away tables, turn off lights and heaters, close and lock front and back doors.
- You may also be asked to participate in short services at Easter, Harvest and Christmas.
- If appropriate, some volunteers may provide transport for some guests.

Success Looks Like:

- Guests appear happy and attend regularly.
- Guests connect with the wider life of the church (e.g. Alpha, baptisms, Sunday mornings).