

## **Holy Cross, Topsham: Volunteers Lists and Contact details**

There are 2 Volunteers' Lists (Sheet 1 and Sheet 2) for the various duties carried out at Holy Cross, Topsham. These are displayed i) on the noticeboard at the back of the church and ii) on the 'Parish Notices' noticeboard in the Lower Room.

The various roles for the volunteers are under the following titles: Newsletter, Monthly rotas, Website, Altar Servers, Sacristan, Bidding Prayers, Welcomers, Readers, Tea and Coffee (Sundays), Choir, Organist, Safeguarding Representative, Extraordinary Ministers of Holy Communion, Social Organisers, Cleaning, Flowers (Church), Flowers (outside), Tea and Coffee (Wednesday), St Vincent de Paul Society, CAFOD Rep, Red Mission Box Collections, Churches Together in Topsham, Sacristy Orders, Office Supplies, Batteries for audio microphones, Daily opening of Church (Porter), Lock up after services, Finance, Health and Safety, Maintenance and DIY, External contractor liaison.

For each of the above roles there is a Contact/Lead Person plus volunteers, where appropriate.

It is the responsibility of the person maintaining these lists of volunteers to update them when there are changes of personnel, be it people leaving their role or a new volunteer taking on a role. The date of the updating is to be typed at the base of each sheet and the revised sheet displayed.

It is also the responsibility of the person maintaining the volunteers' list to update the contact details of people for the following roles: Welcomers, Readers, Teas and Coffees, Bidding Prayer Originators and Flower Arrangers. The contact details for each of the volunteers are e-mail addresses and mobile or landline numbers. Permission should be sought from new volunteers to share their contact details with other volunteers on the list. As some people leave their role and others volunteer, the contact details should be updated and sent to all the volunteers on the list via e-mail. Contact details should be sent as a Word document attached to an email. The addressees of the email must be put into the Bcc (blind copy) line in the address field, to minimise any security risk of distributing personal information. The volunteers' list is required by each volunteer on the list, so that they can contact another volunteer at short notice if they need to arrange a swop of their duty.

At the time of writing this, we have 24 volunteers across the various roles, with some people doing more than one role.

March 2025