

## The Major Posts

### Communication

#### With:

Young People , Pre-School,  
Rainbows, Brownies;  
liaison with AA , SSAP, URC.

**Via:** Advance, Ispwich &  
East, Website and Email.

Room Booking

Door Control

Sound Desk

Catering

Finance

Pulpit Supply

Projection

Music – Organ, Hymnal,  
CCLI

Ministry

Elders

Pastoral Care

Safeguarding

Secretary

## The Building

### Maintenance

Lighting

Chairs

Services

*Telephone*

Grounds/Garden

### Room Booking

Funerals

Church Use

Pre-School

Hall/Rooms

## The Building Contd.

### Management

Boilers

Contracts

Insurance

### Cleaning

### Repairs

## Weekly Activities

### Catering

Coffee Rota

Empty Bins

### Finances

Counting Money

Banking

### Publicity

Website Update

*Service, Diary, Events*

### Services

Pulpit Supply

Projection

*Preparation*

*Presenting*

*Equipment Maintenance*

Service Sheet

*Preparation*

*Printing*

*Hymn Numbers on wall*

Sound Desk

Hymn Books/ Service sheet  
distribution - collection

Notices

Prayer Notifications

Organist/Hymnal/CCLI

Readings and Readers for  
the next week

Flower Arrangement

Coffee/Tea

Door Duties Daily/Weekly

## Monthly Activities

Community Coffee

Mornings

Lunches

Communion Preparation

Communion Wash up and  
storage, Move Communion  
Table

Advance

Editing

Printing

Elders Meeting

Building Group:

Work Morning 3 x /Yr

Meeting 4 x/yr

Pastoral Care

Church Meeting

Outside Poster

## One Off Projects

Synod Day

Walking the Way

Funeral

Christmas Decorations

Sales/Bazaars

All Age Carol Service

GDPR Changes

Safeguarding Changes

Others as necessary

## **Total Hours to run St John's 53 hours minimum per Week Which Needs at least 25 active Individuals**

Individuals are committing 2 -12 hrs every  
week (and some exceed that 12hr figure  
quite frequently).

Most volunteers are 60-80 years old.

To keep healthy, holidays or periods away  
are needed but that increases the load on  
people already loaded.

Health issues of individuals and friends  
and family make heavy demands too.

## **What can we do to start to provide possible solutions?**

Discuss the issue within the current  
group(s) /activity in which are involved.

Across groups in discussions, both In St  
John's, and with others outside.

## **As Individuals**

### **Consider your 'Talents'**

Consider what you might do with them  
from the lists.

### **Do Not Over-Commit Yourself.**

Offer what you can within your own limits.

***A Big Thank You  
For Helping St John's  
Survive the  
Next Ten Years***