

# St Peter's RC Church Edinburgh

## Hospitality

### Volunteering role

**Role:**

Co-ordinator

**Responsible to:**

Parish Priest (Mgr Kerr)

**Description of Role:**

- Ensure the regular distribution of refreshments in the Parish Room after Sunday Mass.
- Draw up and distribute quarterly Rota of volunteer helpers.
- Recruit and train new helpers.
- Budget for and maintain supplies of tea/coffee/juice/biscuits/disposable cups.

**Support Provided:**

At least 12 volunteer helpers from the Parish, organised in groups of three, each of which serves coffee once every 4 weeks. The Rota includes phone numbers and emails so that volunteers can exchange duties with each other in case of holidays, sickness etc.

**Time Required:**

About ½ hour per week, plus time for shopping, drawing up Rotas etc

**Gifts & Talents:**

- Organisational skills.
- Welcoming disposition
- Tact and diplomacy

**Contact:**

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