

Example Role Outline: Flower Arranger

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Flower Arranger	
Responsible to	Church warden	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Be a team leader ➤ Be responsible for flower display when appropriate ➤ Collect donations for flowers ➤ Keep receipts and claim money ➤ Request plant donation – communicate with congregation ➤ Liaise with incumbent re flowers required for seasons and festivals ➤ Liaise with church warden re where flowers are to be placed ➤ Keep equipment tidy, clean and stored in the designated storage area ➤ Water flowers regularly and remove dead flowers ➤ Liaise with parish secretary re weddings and funerals – may on occasion need to meet couples and families for an assessment of their requirements. 		
Any arrangements for induction, training & support		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
<p>All receipts and payments to be given to the church secretary / administrator Keys for the flower arrangement cupboard to be kept in the Vestry On a rota by negotiation</p>		
Role to be reviewed (<i>insert date</i>)		
The role is eligible for a criminal record check which is renewable every five years		No