

St Matthew's Voluntary Roles - Spring 2018



Why we need you

With the exciting plans which St Matthew's Church has for its future there are three new voluntary roles which the church is seeking to fill. These are in part to assist the securing of funding for urgent repairs to our Tower and Spire which are essential to ensure a safe Church. But we are also taking the opportunity which this work offers to engage more with the local community, especially in relation to the significant heritage of our building.

More details of the roles can be found later in this document but in summary the roles are:

- (1) setting up and running a 'Friends of St Matthew's Church' group with both local residents, businesses and other supporters
- (2) organising the external local fundraising for St Matthew's Tower and Spire Appeal (fundraising from grant making bodies handled separately)
- (3) co-ordinating the heritage activities which will flow from our Heritage Lottery Fund grant.

What skills do I need?

- Good verbal and written communication skills
- An enthusiastic approach
- Good IT skills
- An existing local network to draw on would be helpful but is not essential

How much time do I need to commit?

We estimate that each role will require a commitment of between 4-8 hours per week. It may also be possible for you to share this role with another person. We envisage that each role would initially be for 12 months.

Where will I be based?

Much of the work can be carried out at home by phone or email, although you will need to be in the Church if you are running workshops, meeting volunteers or introducing people to the building.

What support will I receive and what benefits can I expect?

- You will be part of a team on whom you can draw for help and support.
- You will receive a full induction into the role from Helen and members of the Project Team.
- You will be assisted in identifying appropriate training and encouraged and funded to attend.
- Your work will play a vital part in helping to secure funding for repair work and to bring new visitors into the Church.
- You will be involved in a substantial project with costs of up to £3/4million.
- You will be more invested in your local community
- There is an opportunity to shape this role so it best suits you, your skills and the time you are able to commit.

How do I apply for any of these roles?

Please talk to Helen if you are interested in finding out more about any of these exciting roles. Either email on teamrector@stmatthewskt6.org or talk to her in person on 020 8390 3829.

The Roles

What would I be doing as Friends of St Matthew's Church Co-ordinator?

St Matthew's is looking to set up a support group for interested parties from the local community (not from within the church itself) from amongst local residents, former congregation members, those involved with local schools, part of a historical society or other area of local life both residential and commercial.

So you would be:

- Helping to decide whether the scheme will be set up under the aegis of the PCC or as an independent organisation - see <http://www.parishresources.org.uk/friends-schemes/>
- Contacting interested parties to let them know about the group and encouraging them to join
- Creating publicity materials to go to potential 'Friends' and information updates for existing 'Friends'
- Organising events to publicise the Tower & Spire Project, including heritage awareness-raising activities (in consultation with the Activities Coordinator)
- Devising suitable social and practical activities for 'Friends' to get involved in (alongside the Community team)
- Assisting with managing the database of 'Friends of St Matthew's Church'

What would I be doing as External Fundraiser (non-grant)?

We need you to assist us in raising money from businesses and local contacts outside the Church community to fund in part the urgent repair work needed. Applying for funding from grant making bodies is not part of this role.

So you would be:

- Setting up and managing a Just Giving page to collect donations
- Approaching local businesses for support and sponsorship
- Helping to initiate and organise sponsored events
- Liaising closely with the Church's internal Community group
- Networking and collaborating with the external group of St Matthew's Friends

What would I be doing as Heritage Activities Co-ordinator?

We need you to assist in devising and delivering a plan of activity which will help us to raise our profile locally and to meet the requirements expected by the Heritage Lottery Fund.

So you would be:

- Recruiting volunteers (from within and outside the Church community) to act as guides and to lead workshop sessions on the church's history and heritage including architecture, bells, stained glass, war memorial etc.
- Researching courses for volunteers to receive training;
- Contacting local schools and setting up educational visits;
- Delivering information to visiting groups and helping to run workshops on bell-ringing and stained glass;
- Drafting information leaflets and other publicity material in collaboration with the Communications Team;
- Assisting with the production of Tower & Spire Project pages on the St Matthew's website;
- Helping to compile statistics of people visiting the Church.