

CAP Volunteer

**Chorley St
Laurence**

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To support the efficient and safe running of the Christians Against Poverty (CAP) Debt Centre and services
What the role involves	You will be expected to:
When and where you will be doing it	CAP Befriender - at St Laurence's Church, occasionally in people's homes. CAP Life Skills – at St Laurence's Church Publicity visits – at various locations in the local area
Disclosure and Barring Service check	An enhanced check is required for adult workforce.
To whom you will be responsible	Rachel Gilkes (CAP Debt Centre Manager)
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	Access to mental health and wellbeing activities and groups Pastoral support from CAP debt centre manager Supervision from CAP debt centre manager

Other information	Training Requirements: On-site induction CAP safeguarding training Raising awareness of domestic abuse training CAP befriender training CAP life skills training Boundaries Neurodiversity training Introduction to mental health and wellbeing Introduction to conflict Effective communication First Aid
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Churchwarden

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	x
What the role involves	You will be expected to:
When and where you will be doing it	d
Disclosure and Barring Service check	An enhanced check is required with both children's and adults' barred list checks.
To whom you will be responsible	d
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	x

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

DBS Verifier

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To assist with the DBS process as well as contribute to the Safeguarding Team and volunteer team
What the role involves	You will be expected to:
When and where you will be doing it	As and when required by PCC
Disclosure and Barring Service check	An enhanced check is required for both child and adult workforces.
To whom you will be responsible	PCC
Safeguarding training requirements	<div>The following safeguarding pathways will need to be completed:<ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse• Safer Recruitment and People Management</div>
Support you will be given	Access to ongoing training and support

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 04/07/2025.

Director of Music

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To prepare and perform music for liturgical services
What the role involves	You will be expected to:
When and where you will be doing it	Sunday Mass at 11am and on Festivals and other services as required.
Disclosure and Barring Service check	An enhanced check is required for both child and adult workforces.
To whom you will be responsible	Rector
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Leadership
Support you will be given	The Director of Music shall receive any support as necessary and have access to training resources when required
Other information	The Director of Music shall Prepare music for services Director the choir and musicians Play the organ/keyboard at services on 46 Sundays of each year and occasional evening services together with all principal Feast Days of the Church

Person Specification

**Knowledge, skills,
experience, personal
attributes, qualifications
or other requirements**

This role requires someone who:

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 01/07/2025.

Ministry of Welcome (Worship)

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To provide a warm welcome to everyone attending an act of worship in St. Laurence's Church
What the role involves	You will be expected to:
When and where you will be doing it	Weekend services (Saturday 5pm, Sunday 9am and 11am) as well as weekday services as and when required
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Fr. Neil
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness
Support you will be given	Regular training and support will be provided

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 29/06/2025.

Parish Safeguarding Officer

Role Description and Person Specification

**Chorley St
Laurence**

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	The Parish Safeguarding Officer (PSO) is the key link between the diocese and a parish concerning safeguarding matters. The PSO is appointed by and supports the Parochial Church Council (PCC) in the delivery of its (the Council's) safeguarding responsibilities.
What the role involves	You will be expected to:
When and where you will be doing it	Responding to needs as they arise and being part of PCC meetings that take place every other month.
Disclosure and Barring Service check	An enhanced check is required for child workforce.
To whom you will be responsible	PCC
Safeguarding training requirements	<p>The following safeguarding pathways will need to be completed:</p> <ul style="list-style-type: none">• Basic Awareness• Foundation• Leadership• PSO Induction• Domestic Abuse• Safer Recruitment and People Management
Support you will be given	The PSO will receive regular support from the Safeguarding Team and the Diocesan Safeguarding Team

Person Specification

**Knowledge, skills,
experience, personal
attributes, qualifications
or other requirements**

This role requires someone who:

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 03/07/2025.

Pastoral Team member

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To keep an eye on the pastoral needs of parishioners, to spot when they are missing and gently follow up on people who are known to be ill. Sometimes to take Holy Communion to people in their homes or in care homes.
What the role involves	You will be expected to:
When and where you will be doing it	Tuesday meetings as required and then home visits arranged
Disclosure and Barring Service check	A basic check is required.
To whom you will be responsible	The Rector
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	We will meet for prayer and supervision every two weeks

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

PCC Member

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To promote in the parish the whole mission of the Church
What the role involves	You will be expected to:
When and where you will be doing it	Meetings are held approximately 6 times a year plus any emergency meetings as required
Disclosure and Barring Service check	An enhanced check is required for both child and adult workforces.
To whom you will be responsible	The Rector (The PCC Chair)
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	Training resources will be given to new PCC members
Other information	PCC members are required to register with the Charity Commission as Charity Trustees

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Sacristan

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	The purpose of the role is to prepare all the essential vessels, linens and other requisite services for the Church's liturgy
What the role involves	You will be expected to:
When and where you will be doing it	In St. Laurence's church in preparation for weekend and weekday services, as well as funerals and any other special services as required by the clergy
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	The Rector
Safeguarding training requirements	<p>The following safeguarding pathways will need to be completed:</p> <ul style="list-style-type: none">• Basic Awareness• Foundation
Support you will be given	Appropriate training, support and guidance will be given as required
Other information	<p>As Sacristan i clean and maintain all the silver Set up for all services both weekday and weekends. Maintain all candles and feed mechanisms. Order. Candles, all altar breads. Palms and crosses and other incidentals (incense, charcoals etc) Ordering of the wine changes altar frontals according to the liturgical colour of the season/feast Returning communion silver back into the vestry after services Launder all altar linen as required</p>

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Safeguarding Clerk

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	Assist the Parish Safeguarding Officer with the safeguarding and volunteer support and volunteer coordinator.
What the role involves	You will be expected to:
When and where you will be doing it	As and when required
Disclosure and Barring Service check	A basic check is required.
To whom you will be responsible	The rector
Safeguarding training requirements	<div>The following safeguarding pathways will need to be completed:<ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse• Safer Recruitment and People Management</div>
Support you will be given	<div>Support from the rector and clerical support within the church. Additional support from diocesan safeguarding team.</div>

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 03/07/2025.

Shop Assistant

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To deliver exceptional customer service as a Sales Assistant and to work as part of the team supporting the commercial enterprise of St Laurence's Church.
What the role involves	You will be expected to:
When and where you will be doing it	When church is open to the public (generally Tuesday - Friday 11am-1.30pm) and after weekend services
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Shop Team Leader
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	General induction for working on site plus specific training for till and stock etc

Other information Main Duties

- To serve our visitors and customers by providing exceptional customer care and assistance/information;
 - To assist in the day to day operational activities of the Church shop & ensuring to operate in a safe and secure manner by following best practice and Church procedures and policies such as Health and Safety, Fire and Security, Cash Handling, Safeguarding etc;
 - To apply product knowledge in order to assist customers and maximise sales;
 - To operate the till and tablet system in an efficient manner,
 - To be responsible for cash handling accuracy and credit card payments;
 - To highlight stock shortages, and ensure sections are fully maintained, presented and cleaned to an exceptionally high standard with clear merchandising;
 - To deal with stock deliveries and general stock room (Standish Room) organisation;
 - To think about and be aware of any suspected suspicious activity and behaviour within the shop and wider Church area and follow agreed procedures;
- Any other appropriate duties that be be requested from time-to-time.
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statment entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 04/07/2025.

Shop Team Leader

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To enable the Shop Team to work effectively and efficiently
What the role involves	You will be expected to:
When and where you will be doing it	During Shop Opening Hours and at any other time as required
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	PCC
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	All necessary support and training will be given
Other information	This person will - oversee an exceptional customer experience drive sales ensure staff levels are adequate ensure all volunteers receive training

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 04/07/2025.

Taste and Open Table volunteer

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	Lead Hospitality Volunteer – in Taste Café and / or Open Table
What the role involves	You will be expected to:
When and where you will be doing it	Open Table – Monday evenings between 4pm-6pm Taste Café – Tuesday-Friday between 10.30am and 1.45pm Both activities on site within St Laurence’s Church
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Kitchen Manager
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	Food safety support and guidance from Kitchen manager Access to mental health and wellbeing activities and groups Pastoral support from staff member on site Supervision support from Kitchen manager

Person Specification

**Knowledge, skills,
experience, personal
attributes, qualifications
or other requirements**

This role requires someone who:

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Taste Cafe & Open Table Lead

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To provide management support to the hospitality team, serving people in the community.
What the role involves	You will be expected to:
When and where you will be doing it	Open Table – Monday evenings between 4pm-6pm Taste Café – Tuesday-Friday between 10.30am and 1.45pm Both activities on site within St Laurence’s Church
Disclosure and Barring Service check	An enhanced check is required for adult workforce.
To whom you will be responsible	Kitchen Manager and Staff Member on Site
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	Food safety support and guidance from Kitchen manager Access to mental health and wellbeing activities and groups Pastoral support from staff member on site Supervision support from Kitchen manager

Other information	Training requirements
	Internal food safety training (which includes allergen training)
	On-site induction
	Foundation safeguarding training
	Raising awareness of domestic abuse training
	Neurodiversity training
	Introduction to mental health and wellbeing
	Introduction to conflict
	Effective communication
	First Aid

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Tower Captain

Role Description and Person Specification



The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	The Tower Captain is a senior bellringer and has oversight of all ringing activities
What the role involves	You will be expected to:
When and where you will be doing it	Sunday morning services (and at other times as requested). Ringing practices are Thursday evenings.
Disclosure and Barring Service check	An enhanced check is required for adult workforce.
To whom you will be responsible	The Rector
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	They will be given any required support and resourcing, locally and nationally

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- Other information**
- Maintain regular two-way contact both formally and informally about the bells and ringing, with the incumbent, PCC, church wardens and parish office.
 - Assist with carrying out and implementing church risk assessments, and ensure that ringing and ringers are addressed appropriately in the church health and safety policies.
 - Ensure that the bells and associated infrastructure are in good condition and that appropriate maintenance inspections and repairs are carried out.
 - Ensure that activities in the tower are carried out safely.
 - Arrange for the bells to be rung for services and on other appropriate occasions.
 - Lead the band of ringers, including recruitment, training and development of a good standard of ringing skills.
 - Comply with any requirements set out in the parish insurance policy.
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 30/06/2025.

Warm Welcome (Wellness Hub)

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To offer a warm welcome to everyone visiting St. Laurence's Church for whatever purpose.
What the role involves	You will be expected to:
When and where you will be doing it	During the hours when the Wellness Hub/Taste Cafe/Art Gallery and Shop are open Tuesday - Friday 11am-1.30pm
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Wellness Hub Coordinator
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	There will be regular training events as well as daily briefings and 'check outs' for the purposes of supporting volunteers, helping to create a cohesive approach to our work and ministry

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 03/07/2025.

Wellness Hub Connector

Role Description and Person Specification

Chorley St
Laurence

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

Role Description

Main purpose of the role	To provide information to visitors accessing hospitality services at St Laurence’s Church
What the role involves	You will be expected to:
When and where you will be doing it	Open Table – Monday evenings between 4pm-6pm Taste Café – Tuesday-Friday between 10.30am and 1.45pm Both activities on site within St Laurence’s Church
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Wellness Hub Coordinator Staff member on site
Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	Access to mental health and wellbeing activities and groups Pastoral support from staff member on site and/or Wellness Hub Coordinator Supervision support from Wellness Hub Coordinator

Other information	Training Requirements On-site induction Foundation safeguarding training Raising awareness of domestic abuse training Neurodiversity training Introduction to mental health and wellbeing Introduction to conflict Effective communication First Aid
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who:
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 29/06/2025.