



## **Festival of Chaplaincy**

### **Role Outline**

#### **Welcoming Steward**

#### **Responsibilities**

- Be present at the Cathedral main entrance to offer a warm welcome to all visitors
- Hand out the programme leaflet
- Have an awareness of which talks and activities are going at a particular time and point these out to visitors
- Encourage visitors to engage with the exhibitions, activities and talks
- Direct visitors to the Cathedral reception desk for any Cathedral related queries
- Work with Cathedral reception for any enquiries relating to first aid, fire, safeguarding, guided tours etc.

#### **Time commitment**

- One or more hourly slots throughout the day from 10am – 4pm
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## **Festival of Chaplaincy**

### **Role Outline**

#### **Exhibition Steward**

#### **Responsibilities**

- Welcome exhibitors as they arrive at the Cathedral (Dean's door, Deans Green)
- Help exhibitors unload their cars if required
- Direct exhibitors to allocated exhibition tables
- Assist with carrying anything to and from cars to exhibition tables
- Point exhibitors towards suitable parking
- Ensure everyone stays quiet at set silent times i.e. 9am-9.30, 12-1pm and from 4pm

#### **Time commitment**

- 7.45am – 10am and/or 3.45pm – 4.30pm
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Please contact Alison Godfrey, [PA@lincolnshiremethodist.org.uk](mailto:PA@lincolnshiremethodist.org.uk) or 01522 370126 if you are able to help. State your preferred time slot(s) and which role. Many thanks