



# Local church volunteer role description and information

## Introduction

Our local volunteers play a vital part in helping the Friends of Friendless Churches (the FoFC) to care for its churches and chapels across England and Wales. This role description sets out what these volunteers do, the commitment we look for, and information about the FoFC and its work.

**If you love historic churches, being a local volunteer is a wonderful way to get involved hands-on with the FoFC's buildings, alongside our staff and other volunteers. By giving your time and skills, you can make a real and significant contribution to the life and care of these very special places.**

## About us

[The Friends of Friendless Churches](#) (the FoFC) is a small charity with a big task. We were set up in 1957 to campaign for beautiful churches that have closed for regular worship and save them from demolition, decay and unsympathetic conversion. Today we care for more than 60 buildings of architectural and historical importance across England and Wales, which are open year-round.

We rescue and maintain these historic places, and share them with people who will also care about (and for) them and help to keep them 'alive' — open to visit and enjoy, and used for events, activities and occasional services. **We are so grateful to all the volunteers who support the FoFC's work, including our church volunteers and Local Friends Groups who help us to look after these buildings day-to-day.**

## About you

You don't need any special knowledge or skills to do this.

But, being a local church volunteer will especially suit people who:

- Are enthusiastic about the FoFC and its work, and keen to support us in a practical way.
- Love old buildings and understand why they are special and how they can be vulnerable.
- Are familiar with places of worship — the main parts of the building, their interior layout, furnishings and contents.
- Are able to spot problems (e.g. damage, leaks) and things that aren't working properly.
- Can do cleaning and other hands-on tasks safely, following the FoFC's guidance.
- Are responsible and reliable.
- Enjoy being part of a team. Volunteers often work in pairs or small groups.

Please note that the FoFC's churches and chapels are in rural locations. Most are not served by public transport. Some are quite remote or isolated and reached via country lanes or access tracks.

The FoFC does not necessarily own or manage the churchyard or burial ground for a building in its care, and responsibility for its maintenance may lie with another body.

## What does a local church volunteer do?

As a local church volunteer, you will:

- Be the FoFC's eyes and ears, checking in on the building regularly and letting us know about any issues or problems you spot. We might also ask you to check or monitor something specific.
- Clean the building (sweep and dust), following our cleaning guidelines, and help to keep it tidy and well-presented inside and out. Let us know if cleaning supplies run low or equipment needs replacing.
- Keep FoFC literature (e.g. information leaflets, church guides) topped up using the stock we supply and let us know when more is needed.
- Check the visitor book and tell us about any interesting (or concerning) comments or queries. A photo is always helpful! Let us know when the book is full so we can send a new one.
- Read utility meters and send a note of readings to the FoFC office.
- Empty the donation box or wall safe and return the money to the FoFC.

You might also:

- Welcome visitors e.g. greeting or guiding a pre-booked group.
- Support events at the building, organised by the FoFC or locally.
- Help to open and close the building daily, if it is kept locked. This could be in a rota with other volunteers. Some volunteers act as our local keyholders (even if the building is always open).
- Be our main local contact and liaise with staff, contractors or hirers who need access to the building, by agreement with the FoFC.

All our volunteers are asked to read and follow the guidance and procedures in the Volunteer Handbook.

**Your main FoFC contact for this role is:** Volunteer Coordinator.

## What we offer

- **Support** – volunteers have an induction meeting and regular check-ins with the FoFC's Volunteer Coordinator, who will support them in their role.
- **Flexibility** – we ask for a regular commitment, but it can be e.g. weekly, fortnightly, monthly or occasionally, to suit you. Talk to the Volunteer Coordinator about any adaptations you might need in order to do this role.
- **Expenses** – all our volunteer roles are unpaid. But we can reimburse legitimate out-of-pocket expenses directly relating to volunteering with us, in line with the FoFC's expenses policy.
- **Insurance** – the organisation's insurance covers volunteers and the activities they do for the FoFC. Our public liability insurance covers members of the public at the FoFC's sites and events.
- **Community** – we benefit from volunteers' knowledge, skills and passion, which help the FoFC to do its work, care for its churches, and maintain a life within them. We aim that our volunteers have a positive experience in return, through enjoyable opportunities to be actively involved with the FoFC, alongside its staff and other like-minded people.

## What's next?

To find out more or apply, contact the FoFC's Volunteer Coordinator.

If you would like this role description in a different format, please let us know.

**E: [volunteers@fofc.org.uk](mailto:volunteers@fofc.org.uk)**

**T: 020 4520 4458 (FoFC office)**

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