ALL SOULS
Langham Place

Role Description

2026 Christmas Serving

One-Off Event

We long to be a people who are, 'All for Jesus' because he is Lord of All and gave his All for us.

Role
One-off event serving partner - Level 1

Responsible to
Pele Ling

Person
- Good understanding of own limitations/ personal boundaries
- prepared to work in a team
- motivation in line with All Souls Vision, Values and Mission
- knowing when to ask for support

Responsibilities and Practical arrangements

Food and Drink Hospitality

One of the warmest ways we demonstrate hospitality is by serving our guests mince pies and Christmas punch.

We need people who can help to prepare the food and drinks and then be proactive in ensuring that everyone is served after the service. You will be moving around the church building offering refreshments from trays, which is a great opportunity for you to welcome people.

Please note that you may be required to walk up and down stairs while holding trays.

Housekeeping

Keeping our building tidy is a simple way to make guests feel welcome and valued.

We are looking for a team of people who will work closely with our Church Assistants to clean up after each service. This will involve collecting used paper cups and service sheets, vacuuming, replacing bin liners, etc. so that the church building is ready for the guests attending the next carol service.

Bring comfortable shoes and a can-do attitude, and the time will fly by!

Flyering at Oxford Circus

We want to invite as many people as possible to learn of the Gift of Christmas.

We have thousands of beautiful Christmas cards ready to be given out to everyone passing by Oxford Circus and need a large team willing to invite anyone and everyone to the carol services.

This is a great opportunity for parents and their children to serve together!

Dress to stay comfortable for a long time standing outside.

Decorations Team

We are looking for teams of strong people to erect trees, string fairy lights, and get the building ready — and teams to take them down again.

Please commit to the whole day; lunch will be provided, families welcome.

Safer Recruitment

All Souls 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 report it. There are different levels of safeguarding awareness, induction and training required before you start.

This role is ASLP safeguarding **level 1**.

Training Required

- This role does not require Basic Awareness or Foundations course.
- This role does not require interview or references.

Role to be reviewed

There is no probation period for this role.

Induction

There is an induction happening on the day of the event

Safeguarding Questionnaire/ Reminder

Who will you talk to if you observe or are told about child or adult safeguarding concerns?

Name: Louise Cathrow
Contact: safeguarding.officer@allsouls.org

Who is your Diocesan Safeguarding Adviser?

Name: Claire Meaney
Contact: claire.meaney@london.anglican.org

To whom are you directly accountable?

Name: Pele Ling
Contact: pele.ling@allsouls.org | 020 3920 7622