**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3: No checks

**Role: Property Committee Member**

**Group: 3 Workforce (Child/Adult): None**

Church Councils must agree duties and conditions with each volunteer.

Complete the form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the safeguarding officer and the volunteer

|  |  |  |
| --- | --- | --- |
| Church **LOUGHTON METHODIST** |  | Safeguarding Requirements (Delete as appropriate)* Personal Declaration (FC4)
* Volunteer Safeguarding Declaration (FC6)
 |
|  |
| Name  |
|  |
| Name of group/club (eg Junior Church/luncheon club for disabled people**Church Council**Location**Loughton Methodist Church****260 High Road, Loughton**Day and Time**Varies**Frequency**As required**Duration**3 years renewable 3 years**Age range of children and young people under 18 and description of vulnerabilities **N/A** |  | Duties and Responsibilities (5-10 points)In conjunction with the Committee Chairman* To convene and oversee the Property Task Group in your Church (this group will help you to carry out all the aspects of your job description)
* Encourage nurture and prayerfully support the other members of this Property Group to view yourselves as the 'doorkeepers in the House of the Lord.'
* Attend regular Church Council meetings and report to it on behalf of the Property Task Group.
* Be aware of how the mission of your Church is reflected in the buildings.
* To be responsible for the Church premises
* Arrange the lighting, heating, and cleaning of Church premises, including employment of a cleaner/caretaker.
* Arrange the opening, closing and security of the Church premises.
* Arrange for the proper maintenance of Church premises.
* Oversee all use of Church premises and letting if appropriate.
* Liaise, via the Circuit Executive, with the District Home Mission Committee and District Property Board regarding any structural alteration or sale, if appropriate.
* Prepare relevant reports for the visiting Commission every five years.
 |
|  |
| Person to who directly responsible/supervising (eg youth leader / church community worker / Minister)**Minister** |  |
|  |
| The appointing Body to whom the group is responsible (eg Church Council) **CHURCH COUNCIL** |

|  |  |  |
| --- | --- | --- |
| What training is planned this year |  | Training and review planning1. What training is now required?

Creating Safer Places Foundation Course (within the first year if not already completed)1. Further training
 |
|  |
| What training is to take place (usually within a year)**Creating Safer Places Foundation Course****or****Creating Safer Places Update Course****(as required)**Who is responsible to arrange for training (ensuring it takes place)?**The Applicant and Safeguarding Officer** |
| Date/Month when this role description is to be reviewed (ie towards the middle and end of a probationary period)**CHURCH COUNCIL** | Contact your training officer, district training secretary or safeguarding officer for details of training opportunities. Your Minister or circuit steward will be able to provide other details |
|  |  |
| Signed in behalf on the Church Council or other appointing body |
|  |
| To be completed by the applicantI have understand the nature of the work I am to do. I know that I will be required to read the Church Safeguarding Policy and undertake training produced by the Church for safeguarding children and young people and adults who may be vulnerable. I understand that it is my duty to protect children, young people and adults who may be vulnerable with whom I come into contact.Signed: Date: |

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998