**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Church Steward**

**Group: 2 Workforce (Child/Adult): Child and Adult Workforce**

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| Volunteer Role Outline Role information Church Stewards are corporately responsible with the Presbyter for giving leadership and help over a whole range of the Church’s life and activity.**Location:** Local Church**Responsible to:**  The Presbyter and the Church Council**Eligibility:** Confirmed member of the Methodist Church**Commitment:** Volunteers should be willing to commit to every Sunday (bar holidays) or to form part of a Rota on a team of volunteers, in addition to preparation mid week.  |

# Key volunteer activities

* Planning: To be responsible for planning of, and making arrangements for Services, including special services, baptisms, and communion services, including liaising with preacher, obtaining order of service for distribution etc. For ‘Local arrangement’ Worship Leader led services. Find a WL to lead service and liaise over arrangements.
* Prepare church before and after services.
* Welcome Preacher and congregation as arrive, especially new comers. Read out notices.
* Pray with preacher and anyone who has prayed prior to the service in church hall.
* Assist with communion when required.
* ensure all moneys collected in the name of the church are properly counted by at least two stewards, and clearly documented with date received, purpose, in some cases who the giver is, e.g. env no x.

Other

* To be an official lay representative the local church
* Represent the Church at civic or inter-Church functions or events.
* Represent the church at Circuit meetings and in Stationing process.
* Be available to attend Committee meetings/ Task Groups as appropriate, shared across stewarding team, then report back at stewarding meetings.
* Encourage the congregation to speak well of one another and the minister.
* Be sensitive to anxieties and issues within the congregation and assess if these need to be passed onto the minister/ Church Council/ circuit.
* Work closely with Safeguarding team to ensure services comply with safeguarding procedures so all children and vulnerable adults are safe.
* To take the lead in evacuation in the event of an emergency

**Personal Skills**

# Good communication and administrative skills.

* A willingness to take responsibility and make pragmatic decisions

# Boundaries

In carrying out their role of day-to-day activities Church Stewards must be mindful of not assuming responsibilities proper to the Church Council. Where immediacy requires an instant decision then this should be referred back to the Church Council either on the next occasion or on an extraordinary gathering of the Council.

# Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

# Training and support provided:

* Volunteers are supported by other Stewards and the Presbyter.
* Volunteers are required to attend safeguarding training; Creating Safer Space - Foundation and Advanced Modules
* Out of office expenses can be applied for

# Appointment Period:

Volunteers appointment is for three years with an additional three years on reappointment. Should not continue beyond six years. However, In exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

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