**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: Pastoral Committee Administrator**

**Group: 5 Workforce (Child/Adult): None**

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| Volunteer Role Outline Role information: To act as a personal assistant to the Pastoral Secretary**Location:** Local Church**Responsible to:** The Pastoral secretary **Eligibility:** A confirmed member of the Methodist Church**Commitment:** To prepare for and attend Pastoral Committee meeting twice a year. |

# Key volunteer activities

* To circulate Agendas
* To attend pastoral committee meetings
* To be aware of the circuit policy on confidentiality and act appropriately
* To prepare minutes for committee meetings
* To send cards from the church as appropriate
* To assist Pastoral Committee Secretary with ad hoc administration

**Personal Skills**

* Good interpersonal skills
* Must be discrete and maintain confidences
* A willingness to work as part of a team

**Boundaries**

* The Pastoral Secretary will not be required to perform the Pastoral Secretary’s duties in their absence.
* The Pastoral Administrator will not be required to engage in formal pastoral support.

**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 .

**Training and support provided**

* Volunteers are supported by the Minister and Pastoral Secretary
* Volunteers are invited to attend safeguarding training; Creating Safer Spaces - Foundation renewable every four years.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It 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