**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: Door Steward**

**Group: 3 Workforce**

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| Volunteer Role Outline Role information: To welcome worshippers at door, hand out worship material and assist with seating**Location:** Forest Circuit**Responsible to:** The Church council and Activity Organisers **Eligibility:** No restriction**Commitment:** To attend Sunday Worship according to a rota and activities as agreed in advance. |

# Key volunteer activities

**Before service/activity:**

* Arrive thirty minutes before service.
* Welcome congregation as they arrive at church.
* Hand out hymn books, service books and leaflets as required
* Assist worshipper to seat if required.
* Answer any queries, or refer to a Steward

**At the end of the service/activity:**

* Collect up hymns books and service books
* Remove unwanted paper and items from the pews
* General tidying of books and worship area.

**Personal Skills**

* Good interpersonal skills
* A willingness to work as part of a team

**Boundaries**

* A door steward should only assist worshippers with mobility issues if they are asked and then with the minimum personal contact.

**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 the Church Council
* Volunteers are required 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 15th March 2020

(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