**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 Friend**

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

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| --- |
| Volunteer Role OutlineRole information: To meet and greet new worshipers **Location:** Forest Circuit  **Responsible to:** Stewards  **Eligibility:** No requirements  **Commitment:** To attend according to a rota agreed in advance |

# Key volunteer activities

* To meet and greet new and recent worshippers
* Offer a Welcome pack and invite them to complete it
* Share forthcoming services, events and activities
* Invite them back
* Build relationships
* Liaise with Pastoral Visitor Secretary and Safeguarding Office as appropriate.

**Personal Skills**

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

**Boundaries**

A church friend should be alert to any special needs for visiting worshippers and should pass that information on to the Minister, Stewards, Lead Pastoral Visitor or safeguarding Officer as appropriate. The Church visitor is not expected to engage with the visitor on these needs.

**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**

Lead Pastoral Visitor and Steward

**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