**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: Sunday Steward**

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

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| --- |
| Volunteer Role OutlineRole information: A Sunday Steward works under the direction of a Church Steward to assist in the smooth running of a service. **Location:** Forest Circuit  **Responsible to:** The Lead Stewards  **Eligibility:** A confirmed member of The Methodist Church  **Commitment:** On a team rota basis agreed in advance |

# Key volunteer activities

**Before services**

* Arrive thirty minutes before service.
* Put up Hymn Numbers
* Ensure Pew Bibles are on alternate seats
* Provide water for Minister
* Put “The Week” and collection purses on Welcome Area book cases
* Place Collection plate on table
* Light candles 5 minutes before service
* Arrange chairs for pre-service prayers
* Welcome congregation as arrive into church.

**In service**

* Count, classify and record attendance
* Assist with communion, if required

**After Services**

* Extinguish candles
* Remove hymn numbers
* Raise forecourt bollards
* Tidy Church Hall

**At all times**

* Assist with emergency evacuation of the building under the direction of the duty Steward

**Personal Skills**

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

**Boundaries**

Sunday Stewards should not undertake pastoral roles or sacrament commitments of Church Stewards

**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 Church Stewards
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation 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