**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: Baptism Secretary**

**Group: 3 Workforce (Child/Adult): Child**

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| --- |
| Volunteer Role OutlineRole information: To prepare the church for a child baptism, assist during the ceremony and maintain contact with the family. **Location:** Local Church  **Responsible to:** The Minister.  **Eligibility:** A confirmed member of The Methodist Church  **Commitment:** Variable depending on the frequency of baptisms |

# Key volunteer activities

**Prior to the baptism**

* Fill in the certificate for the child
* Fill in the thank you card for each godparent/couple
* Make sure you have the book and the candle/candle holder
* Reserve the rows. Reservation cards are in the cupboard in the vestry.
* Fill the font with boiling water.
* Place the cards and candles on the altar/or give to Minister.
* Put spare books on the altar ready if people need them.
* Greet the parents and godparents.
* Take parents and godparents to their seats.

**After the baptismal service**

* Say goodbye to the party.
* Empty the font.
* Fill in the poster next to the organ.
* Fill out the baptism book after each service (kept in the safe in the vestry).
* Maintain contact where possible with Birthday cards and invitations.

**At any time**

Liaise with the Safeguarding Officer or Minister on any issues that may give cause for concern.

**Personal Skills**

* Good interpersonal skills

**Boundaries**

The Baptismal Secretary is not required to make home visits

**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 Minister
* Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
* Out of office expenses can be applied for.

**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