**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: Membership Secretary**

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

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| Volunteer Role OutlineRole information: To maintain a list of members of the local church. **Location:** Local Church  **Responsible to:** The Church Council  **Eligibility:** A member or adherent  **Commitment:** |

# Key volunteer activities

* To maintain a register of membership of the local church including Name, Address, Date membership started, date membership ceased and any other relevant details.
* To liaise with the Minister, Pastoral Secretary, Safeguarding Officer
* To supply details as required to compile the annual Year Book of contact information or other lists as required by the Church Council.

**Personal Skills**

* Basic office skills

**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 and advance Module 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