Safer Recruitment

Examples of Role Outlines

These role outlines are examples only
and will need to be adapted to each local situation.

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# Church Council Member

## CPD Standing Order 603:*The Church Council has authority and oversight over the whole area of the ministry of the church, including the management of its property. Aims and methods, the determination and pursuit of policy and the deployment of available resources are its proper responsibility. In many cases it will appoint committees which will have authority, in their own areas of responsibility, to initiate action, co-ordinate the work done in the church, advise the Church Council and report to it, being subject to its authority and oversight.*

## Responsible to, for example:

The Church Council

## Duties, for example, for example:

To attend Church Council whenever possible and deal with the business of the meetings in a responsible manner.

**Responsibilities of The Managing Trustees include:**

To ensure that appropriate action is taken so that the Church continues to be solvent and financially viable.

To ensure that policies and procedures are in force to cover legal responsibilities e.g., Safeguarding. GPPR

To ensure that the property is maintained to a good standard.

To ensure that arrangements are in place to provide pastoral care of Church members.

To look to ways of developing outreach and mission in the local community.

Elected members of Church Council are elected by the Annual General Church Meeting.

Elected members of Church Council will still be subject to the requirements of the safer recruitment procedures for any additional roles they take on because of being on Church Council.

**Managing Trustees**

You may have become a member of the Church Council on the nomination of the General Church Meeting or perhaps of one of the committees of the Church because it is thought that you can represent them well.

As a member of the Church Council, you will share in the responsibility for overseeing and leading the Church in:

a) the care of its members

b) its outreach, especially to those on the community roll

c) planning its policy

d) its financial commitments

e) the care of its property (including money) (SO 603)

Naturally some of those tasks will hold a greater appeal for you than others. Nevertheless, the whole work of the Church Council is shared by its members and provided you have reached the legal age of majority, as a member of the Church Council, you are a managing trustee.

# Church Steward

## CPD Standing Order 633

*The church stewards are corporately responsible with the presbyter or presbyteral probationer exercising pastoral responsibility in relation to the Local Church for giving leadership and help over the whole range of the church’s life and activity. They are particularly charged to hold together in unity the variety of concerns that are contained within the one ministry of the Church. To this end it is their responsibility to uphold and act upon the decisions and policies of the Church Council. In the discharge of their responsibilities they are encouraged wherever possible to draw other members with appropriate gifts and skills into a leadership team to be appointed by the Church Council.*

## Responsible to, for example:

* The Church Council

## Duties, for example:

The Steward’s Duties, for example within the Methodist Church are laid out in the Constitutional Practice and Discipline (CPD) of the Methodist Church.

The Steward on duty has the responsibility for ensuring the service takes place.
If the planned preacher cannot take the service, the Steward needs to ensure an appropriate act of worship takes place.
They may call upon individuals authorised to lead worship who are in the congregation to take/assist with taking the service.
If no-one is available the service may be one of hymns, readings and prayers.
The Superintendent must be notified.

To share pastoral concerns with the Minister and/or leader/

Notify the Safeguarding Officer or minister of any safeguarding issues.

Before Worship

Unlock all doors.

Check heating

Light altar candle

Hymn number board

Water for speakers

Put out collection plates

Advise preacher of anything else they might need to know.

After Worship

Check vestry steward is present to count collection.

Ensure preacher and collection counters are offered refreshments

There should always be two people present when building is locked.

Ensure internal and external doors are locked.

Ensure all lights are switched off.

Visiting Ministers & Local Preachers

Show them to vestry, where toilets are, lectern, pulpit

Ensure they are aware of any routines for example a prayer book being bough forward.

# Church Treasurer

## CPD Standing Order 634

*The Church Council shall annually appoint a church treasurer, who shall be a member in the Local Church or elsewhere in the Connexion or in another Methodist church or be within category (i) or (ii) of Standing Order 606(1)*

## Responsible to, for example:

Church Council

## Duties, for example

To provide the Church Council with details of all income and expenditure for the year to date in time for its meetings to aid decision making.

To bank the cash, cheques, and all other items of a financial nature.

To bank the offerings at Sunday services, and other services where appropriate.

To prepare and have countersigned cheques for payment of goods and services provided to the church.

To pay all bills e.g., utilities and general running expenses.

To ensure the assessment payment is made.

To ensure all the church organisations with independent banking submit their accounts for annual examination.

To maintain accurate church accounts and prepare the end of year financial accounts, submitting these for examination

To ensure the annual financial schedules are examined, approved by the church council and passed to the Circuit Treasurer

• To plan and prepare an annual budget for the church council to approve, including advising on the Reserves Policy

To file the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years

To attend the Circuit Meeting as a representative of the Church

To attend the Church Council meetings

To support the Property Stewards and Leadership Team with financial information to help decision-making regarding management of the church premises and the church’s mission as agreed by Church Council.

To summarise receipts, including the Sunday collection envelopes by envelope number, and pass to the Gift Aid Coordinator

To share pastoral concerns that arise through this role with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Communion Steward

## CPD Standing Order 637

*The Church Council may annually appoint persons to serve as communion stewards or may assign the Duties, for example set out in clauses (2) to (4) below in other ways, and in those clauses ‘communion stewards’ includes any persons assigned to carry out those Duties, for example.*

## Responsible to, for example:

The Church Stewards

## Duties, for example

Ensuring there are sufficient supplies of wine and bread.

Liaising with the Minister to be aware of any special requirements, for example gluten free bread, and the format of distribution of the elements.

Preparing the table for communion with wine and bread

Covering the elements with a white cloth

After the service disposing of the remaining elements respectfully, washing and putting away the Communion glasses and plate

Laundering the white cloths

Sharing pastoral concerns with the Minister and/or pastoral leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Cradle Roll Secretary

## Responsible to, for example:

The Minister

## Duties, for example

To maintain the list of baptisms displayed on the wall inside the church

To send out birthday cards to the child until they reach 5 years of age

To share pastoral concerns with the clergy and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues

# Pastoral Committee

## CPD Standing Order 644

*The Pastoral Committee shall consist of the following persons:*

*The Superintendent; Ministers and probationers appointed to the Circuit;
the church Stewards; class leaders and pastoral visitors.*

*In churches with a membership of 49 or less, the church Council may resolve not to appoint a committee, in which cast the council itself shall discharge the committee’s functions.*

# Pastoral Secretary

## CPD Standing Order 644 (6)

*The secretary of the committee shall be appointed by the church council from among the members of the committee*

## Responsible to, for example:

* Minister
* Church Council

## Duties, for example

To arrange a date for the Pastoral Group Meeting in conjunction with the Minister and the Pastoral Leaders.

To keep and distribute minutes of the Pastoral Group Meetings to the Pastoral Leaders and the Minister.

To share pastoral concerns with the Minister and/or pastoral leader/s;

To notify safeguarding issues to the Safeguarding Officer or Minister.

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Pastoral Leaders

## CPD Standing Order 630/631

*The Church Council shall annually appoint (class leaders and) pastoral visitors to share in the pastoral care of all those whose names are on the community roll of the Local Church*

## Responsible to, for example:

* Minister
* Church Council

## Duties, for example

To act as central point for information regarding pastoral concerns relating to members or adherents.

To offer help and support where possible and when appropriate

To pass on relevant information for pastoral support to the Minister as appropriate

To coordinate the handing out of Membership tickets when provided by the Minister

To ensure any information shared is GDPR compliant

To organise and co-ordinate meetings of pastoral visitors and the minister.

To attend Pastoral Meetings and provide reports to the Minister as needed.

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Pastoral Visitor

## Responsible to, for example:

* Minister
* Pastoral Lead

## Duties, for example

The pastoral visitor will not be expected to become involved in the day-to-day affairs of the person being visited or having contact with them other than to enquire about their general health and well-being and engage in social discussion.

If the Pastoral Visitor is visiting the individual as a friend and NOT as their Pastoral Visitor, the Pastoral Visitor should make this clear at the outset.

NO support to be offered with personal care, finance (including shopping or church offering)

To visit occasionally to generally engage with someone for social conversation and help reduce someone’s feeling of isolation.

To deliver the newsletter and to keep someone informed of life in the church.

To ensure someone’s general health and wellbeing is monitored and report to the minister any concerns.

To offer prayer if required

To keep a record of visits and log any concerns.

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Property Steward

## Responsible to, for example:

The Church Council

## Duties, for example

Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary

After each quinquennial inspection consider the findings and recommendations and take any action required in consequence

Prepare and consider the annual property schedules.

Consider such matters as the purchase, sale, extension, or alteration of the property and take appropriate action

Maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material.

Present an annual report on the local property to the Circuit Meeting.

Work together with other members of the property committee to ensure maintenance and upkeep of the church premises

To work closely with the booking secretary and safeguarding officer to ensure the smooth running of all property matters and to maintain a list of current key holders.

To report back to church council on all property matters

To share pastoral concerns with the Minister and/or pastoral leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Door Steward/Welcomer

## Responsible to, for example:

* The Church Stewards

## Duties, for example

To welcome people as they arrive and enter the church

To greet them, and show them where to sit, if appropriate

To hand them information to them for the service such as notices or hymn books, where appropriate

To ensure that the stewards or Minister are aware when someone new attends the church, in order that they can be welcomed

To share pastoral concerns with the Minister and/or pastoral leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Gift Aid Secretary

## Responsible to, for example:

Church Treasurer

## Duties, for example

To keep complete, accurate records of the donations to the church made by individuals, including gift aid declarations.

To check occasionally that individuals who are gift aiding their donations are still

eligible taxpayers.

To respond to members’ queries about their contributions or about how to change their contribution arrangements.

This information must be treated as strictly confidential.

At the end of the tax year, to match gift aid information to the giving from that year and submit information to HMRC in order to gain a tax refund for the church.

To share pastoral concerns with the Minister and/or pastoral leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# AV (Audio Visual) Operator

## Responsible to, for example:

The Church Council

## Duties, for example

To attend and receive on-site training in the use of the equipment.

To arrive at church in plenty of time before Sunday morning service to set up equipment needed.

To ensure all equipment is packed away and stored appropriately after a service.

To ensure that the hearing loop is set up correctly operating correctly.

Where appropriate, to show videos or PowerPoint presentations

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Choir/Music/Drama Group Leader

## Responsible to, for example:

* Minister
* Church Council

## Duties, for example

* Liaising with other the Minister and other relevant people to provide available dates for availably for worship of for special events.
* Liaising with the preacher before the service regarding the music/drama required
* Liaising with Choir/Music/Drama Group members to ensure they are aware of the dates given to the Minister or Local Preachers and what has been selected to do on these dates
* Sharing pastoral concerns with the Minister and/or leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Choir/Music/Drama Group member

## Responsible to, for example:

* Choir/Music/Drama Group Leader

## Duties, for example

* To attend practices whenever possible and to advise the leader if unable to attend.
* To participate in activities that involve the choir/music/drama group when possible
* To look after material handed out by the leader and return same when requested or when no longer needed
* To share pastoral concerns with the Minister and/or pastoral leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Gardener

## Responsible to, for example:

* Minister
* Church Council

## Duties, for example

* To maintain the garden areas of the church, either personally or with the help of others, removing weeds when necessary and adding any new plants as agreed with the Church Council.
* The work of the Church Gardener has to take into account the use of some parts of the grounds by organisations that include young people and as such any work on these areas must be done when those organisations are not using the premises, or in conjunction with the leaders of those organisations
* Sharing pastoral concerns with the Minister and/or leader
* Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Flower Arranger

## Responsible to, for example

The Church Council

## Duties, for example

Ensure there are flowers placed in church on the Sunday they are planned

To provide flowers (or find someone who will stand in for them).

Making sure flowers from Sundays are given to appropriate individuals linked to the church once the service(s) have finished for the day.

Arranging flowers for special occasions if requested and agreed

Sometimes arranging flowers for other members who have donated money

To share any pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# JMA Secretary

## Responsible to, for example

The Church Council

## Duties, for example

To ensure that the JMA money boxes that are held by the collectors are collected and emptied at least once a year by two people.

To ensure that amounts are recorded, and total monies are passed on to the Church Treasurer for onward transmission.

To distribute JMA magazines as they are received (2/3 times a year) to the collectors.

To order appropriate certificates and badges (and gifts, if appropriate) and organise

their presentation at a Sunday morning service on a convenient date with agreement

of the preacher. Advise the collectors of the date so they have every opportunity to

attend.

To link up those in the Church who are prepared to give with a collector.

To share any pastoral concerns with the minister and / leaders

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Property Volunteer

## Responsible to, for example

The Church Council

Property Stewards

## Duties, for example

Working with the Property Stewards, volunteers can help with a range of tasks around the church property:

This may include putting out the bins, reading the meters, cutting the grass, polishing the church floor.

May also be asked to help with the specific occasional task like cleaning windows and gutters and decorating.

Take safety precautions to protect themselves whilst undertaking the task, including wearing protective clothing as necessary.

Report any health and safety concerns before undertaking a task and ensuring that measures are put in place to minimise risk.

Work in pairs to support each other in the task.

Share pastoral concerns with the Minister and / or leaders.

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Church Notices Coordinator

## Responsible to, for example:

* Minister
* Church Council

## Duties, for example

To produce the weekly notices for the church by receiving information from a range of sources, adding details of church services for the current and subsequent week(s), updating a calendar of future events and printing sufficient copies for the number of visitors expected.

To ensure any information shared is GDPR compliant and is produced in an accessible format.

To produce a web version and pass to the Website Co-ordinator.

Sharing pastoral concerns with the Minister and/or leader/s.

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Website & Social Media Coordinator

## Responsible to, for example:

The Church Council

## Duties, for example

To manage and maintain the church’s website and social media and to maintain up to date information about events and other relevant information

To ensure that the data included is not in contradiction of any church policy for instance Data Protection (GDPR Policy), Safeguarding etc.

To ensure, as best as possible, that all data on the website and social media is correct and current, and any relevant permissions have been obtained to use the data

To ensure no breach of copyright occurs when information is posted

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Fairtrade Stall Operator

## Responsible to, for example:

The Church Council

The Church Treasurer

## Duties, for example

To be responsible for the safe storage of the goods and money.

To unpack goods and set up the stall in advance of Sunday worship and stay after the service to sell goods and pack up the stall.

To fund a float or arrange for the Church Treasurer to provide one.

To receive payment in cash or by cheque for goods sold.

To place any orders from individuals or to restock the stall.

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Children/ Young people’s Activity Leader

## Responsible to, for example:

The Church Council

## Duties, for example:

Take overall responsibility for running the group

Support and manage volunteers

Liaise with relevant church office holders relating to all organisational issues such as training, building use, health and safety and room use for special events (e.g., seasonal activities and Christingle)

Organise and set up suitable activities safely to meet the needs of children and young people.

Manage sessions, including setting up equipment, running appropriate activities, ensuing all equipment is put away safely and the rooms are left clean and tidy

Check safety of rooms and equipment before any activity

Keep records for those attending and staff ratios.

Undertake activity risk assessments.

Plan regularly with other staff and for good practice.

Nurturing faith

Manage financial donations and annual audit in partnership with church finance officer.

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Children/ Young people’s Activity Helper

## Responsible to, for example:

The Church Council

Children/Young people’s Activity Leader

## Duties, for example:

Two or more leaders or assistants must always supervise the children.

To help prepare the material and activities for the sessions

To help set up the room(s) and ensure the environment and any equipment is safe.

To be responsible for the safety and wellbeing of the children during the session.

To help by supporting the children doing the provided activities.

Nurturing faith

To be responsible for reporting any concerns they have about the wellbeing of the children to the minister or safeguarding rep.

To share pastoral concerns with the Minister and/or leader/s

Notify the Safeguarding Officer or Minister of any safeguarding issues.

# Church Safeguarding Officer

## Responsible to, for example:

The Church Council

Circuit Safeguarding Officer

District Safeguarding Officer

## Duties, for example:

To provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding

Ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.

Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures

Promote appropriate routes for reporting of concerns

Identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training

Attend training and meetings relating to the role

Work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.

Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.

Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures

Advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

# Circuit Steward

## Appointment:

The circuit stewards are appointed annually by the circuit meeting. The normal duration of the appointment would be for a maximum of six years.

## Key responsibilities and duties:

Each circuit steward has different skills and responsibilities. Combined with the skills of others, they enable the development of God’s work in the circuit. With other circuit stewards, you will aim to have responsibilities towards:

* Exercising a general pastoral care for the circuit staff and their families
* Meeting as a leadership team usually between 4 and 6 times a year.
* Keeping yourselves informed of the activities of each local church
* Being aware of district and Connexional policies affecting the circuit and its churches
* Being sensitive to the needs of the circuit, and its officers and staff
* Informing yourselves of developing movements in Methodism and the wider Church
* Being alert to, and taking advice on, the legal consequences of this office and its responsibilities, eg lay employment, finance, property.
* Developing a vision and plan for mission within the circuit, ensuring appropriate consultation.

With your team of circuit stewards you will arrange, in a manner suitable to your circuit, how these responsibilities are exercised.

* Share pastoral concerns with the Minister and/or leader/s.
* Notify the Safeguarding Officer or Minister of any safeguarding issues.

There are also specific duties relating to circuit life that circuit stewards are expected to share between them:

* + • Finances and the circuit fund
	+ • Meetings, eg Church Councils, Circuit Meetings and District Synods.
	+ • Invitations and appointments
	+ • Manses and other circuit property
* More Details: go to: [www.methodist.org.uk/for-churches/office-holders/circuit-stewards/](http://www.methodist.org.uk/for-churches/office-holders/circuit-stewards/) .