

Slide 1



Welcome to my second presentation about Safer Recruitment.

The aim for this session is to demystify the Safer Recruitment process, produced by the Methodist Church in Great Britain, and to review the various documents that form part of that process.

This session will explain the practical process we are required to follow, every time we recruit a volunteer to

a role, no matter how big or small that role is.

This session follows on from the first session, held on Tuesday 3rd October. That session explained the theoretical underpinning of Safer Recruitment, this session is looking at the practical aspects of the process.

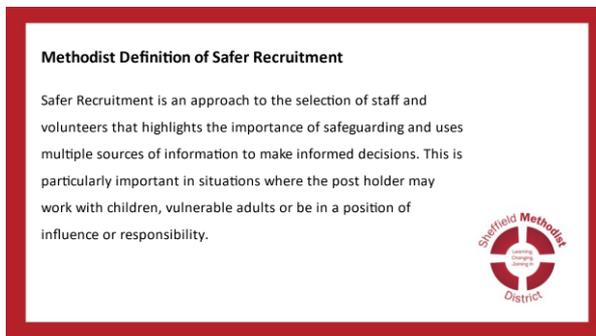
Slide 2

So let me start with a few reminders from the last session.



In the last session I explained that Safer Recruitment is a legal requirement as referenced in numerous documents. Every organisation which recruits employees or volunteers must have a Safer Recruitment process. Therefore, Safer recruitment is not something we can opt out of or ignore.

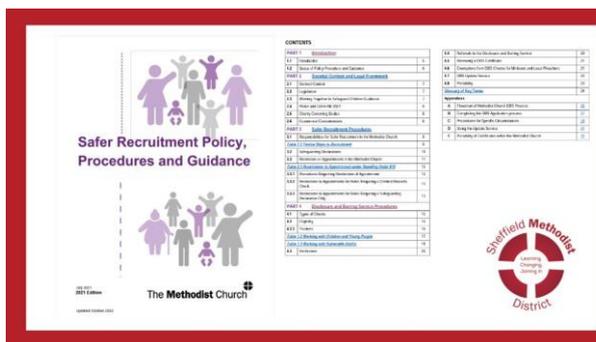
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The understanding from a Methodist Church point of view is that:

Safer Recruitment is an approach to the selection of staff and volunteers that highlights the importance of safeguarding and uses multiple sources of information to make informed decisions. This is particularly important in situations where the post holder may work with children, vulnerable adults or be in a position of influence or responsibility.

Slide 4



I then went on to introduce the Safer Recruitment Policy that the methodist Church in Great Britain have produced, and which all churches, circuit and district must follow and adhere to.

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Table 1.1 The Twelve Steps to Safer Recruitment

STEP 1	Produce an up-to-date recruitment and selection policy that describes the process.
STEP 2	Ensure there is a Safeguarding policy , which is reviewed annually and includes a commitment to safer recruitment.
STEP 3	Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.
STEP 4	Advertisements containing: <ul style="list-style-type: none"> Details about the role A letterable for recruitment Your commitment to safeguarding Whether a criminal record check will be required
STEP 5	Produce an information pack which might include: <ul style="list-style-type: none"> Information about the organisation Information about the role Information available Safeguarding policy/commitment Application form Safeguarding declaration (where appropriate)
STEP 6	Scrutinise each application carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates.
STEP 7	Carry out appropriate checks for your shortlisted candidates, including references. Consider criminal and relevant convictions or qualifications where appropriate.
STEP 8	If there are several candidates, ensure all shortlisted candidates receive the same letter of invitation to interview, supporting them with necessary information.
STEP 9	Conduct a face-to-face interview for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
STEP 10	Ensure that all specific questions designed to gain required information about each candidate's suitability are asked, including those needed to address any gaps in information supplied on the application form.
STEP 11	Make a selection of a preferred candidate based upon their suitability for the role.
STEP 12	Before the chosen candidate is writing that they will attend the role, send written application advice that this is subject to satisfactory checks, including the relevant level of DBS certificate. Unsuitable candidates will be notified.



This included the 12 steps process that ensures the church can show that all legal aspects of the recruitment process have been met, fairly and proportionally.

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In the last session we looked in detail at the first two steps of the process, as these need to be in place in order to move onto the remaining, more practical 10 steps.

If you didn't attend the last session, I have recorded my presentation and this recording, alongside my notes and the PowerPoint slides, will soon be on the District website. The recording is only about 20 minutes long and I encourage you to have a look.

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Table 1.1 The Twelve Steps to Safer Recruitment

STEP 3	Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.
STEP 4	Advertisements containing: <ul style="list-style-type: none"> Details about the role A letterable for recruitment Your commitment to safeguarding Whether a criminal record check will be required
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STEP 12	Before the chosen candidate is writing that they will attend the role, send written application advice that this is subject to satisfactory checks, including the relevant level of DBS certificate. Unsuitable candidates will be notified.



So, this session is all about the remaining 10 steps to the recruitment process. These 10 steps will look different if recruiting someone to a paid position or to a voluntary role. If you are recruiting someone to a paid role, I recommend seeking the expertise of Andrew Crawford, the District HR officer. The information I am sharing with you today is for recruiting someone to a voluntary role.

I imagine some may be thinking 10 steps is completely unnecessary if you just want to recruit someone to a basic volunteer role, so let me take this opportunity to assure you that some of the steps require minimal time and effort, however they are still an important part of the process.

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Table 1.1 The Twelve Steps to Safer Recruitment

STEP 3	Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.
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Role outlines usually include:

- Times of work (e.g. monthly) once each week
- To whom you will be accountable (Sunday school superintendent, pastoral visitor coordinator)
- Any practical arrangements (process for paying expenses; provision of equipment)
- Any specific safeguarding responsibilities and any duties that may carry greater risk than others (minimal supervision, outreach work, lone working)
- Arrangements for continuing oversight and review.
- Show an appreciation of the person's commitment and make a responding commitment to offer support as needed for the person to complete their role in a successful way.



So, given we have already established what needs to be in place for steps 1 and 2 we start today at steps 3, which is all about creating a role outline for the role you which to recruit someone too.

Some roles in our churches are long established, for example the role of steward or pastoral visitor. When new groups and outreach work is developed new roles will need to be created and developed. Regardless of where the role is old or new there needs to be an

outline of what that role involves.

A role outline doesn't need to be long and complicated; it simply needs to be enough to explain the basics.

It's easy to put down on paper what a role involves if the role has been in place for a while. It takes more thought if the role is new, and it should form part of the group planning process.

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Example from the Peak Circuit

Role	Welcomers
Key Relationships:	Accountable to Pilgrimage Manager Contact details for other people able to provide support will be provided for when the Pilgrimage Manager is not available In chapels with active congregations, some members of these congregations will make themselves known to welcomers
Job Description:	<ul style="list-style-type: none"> - Welcoming pilgrims - Greeting pilgrims upon entering/ leaving - Listening to pilgrims' requirements and communicating them to the Manager - Offering prayer or Blessing (only when pilgrims would appreciate, and when the welcomer is comfortable to do so) - Be alert to state of the information presented to pilgrims - are displays up to date, leaflets for local pubs, museums running out - Checking of coffee/tea/food stocks
Person Specification- Qualifications, Skills, & Attributes:	<p>reliable, attentive, organised, patient, cheerful and welcoming personality, welcoming personality, enjoy meeting need people</p> <p>Appropriate safer recruiting to be followed - including confidential disclosure form and conversation with Pilgrimage Manager or another member of the team</p>



So let me give you some examples of what a role outline could look like.

The first example is from the Peak Circuit and is for a new role that has yet to be started.

It's not long, but it provides enough information for people to make an informed choice about where the role is right for them or not. And the Circuit has been transparent about the kind of volunteer they are

looking for.

You will notice under the Job Description section that basic tasks are listed, but no specific detail is given. As the role develops and people perform these tasks, more information can be added.

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Example from the Peak Circuit

Role	Welcomers
Key Relationship:	Accountable to Pilmgrage Manager Contact details for other people able to provide support will be provided for when the Pilmgrage Manager is not available
Job Description:	In chapel with active congregations, some members of these congregations will make themselves known to welcomers. Welcoming pilgrims - Greeting pilgrims upon entering/ leaving - Listening to pilgrims' requirements and communicating them to the Manager - Offering prayer or blessing (only when pilgrims would appreciate, and when the welcomer is comfortable to do so) - Be alert to state of the information presented to pilgrims – are displays up to date, leaflets for local jobs, museums touring out - Checking of coffee/tea/leis stacks.
Person Specification:	reliable, attentive, organised, patient.
Qualifications, Skills & Attributes:	Cheerful and welcoming personality. welcoming, personably, enjoy meeting new people Appropriate safer recruiting to be followed – including confidential disclosure form and conversation with Pilmgrage Manager or another member of the team
STEP 3	Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.



This is why, if we refer back to task 3 of the 12 steps to safer recruitment, we see that we are asked to “check and update” the information we put out. A role outline therefore has the flexibility to grow and changes as we implement, reflect and learn from experience.

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Voluntary Role Title: Welcoming Pilgrims

Location: Barnsley North West Church

Requirements & experience: The Welcomer is a member of the congregation.

What is a Welcoming Pilgrim?

The Welcomer is responsible for the care and support of pilgrims who are visiting the church for the first time. They will be responsible for ensuring that the pilgrims are welcomed and supported in a safe and secure environment. They will also be responsible for ensuring that the pilgrims are provided with the necessary information and resources to enable them to participate in the activities of the church.

Key Responsibilities:

- Greeting pilgrims upon entering/ leaving
- Listening to pilgrims' requirements and communicating them to the Manager
- Offering prayer or blessing (only when pilgrims would appreciate, and when the welcomer is comfortable to do so)
- Be alert to state of the information presented to pilgrims – are displays up to date, leaflets for local jobs, museums touring out
- Checking of coffee/tea/leis stacks.

Person Specification:

- reliable, attentive, organised, patient.
- Cheerful and welcoming personality.
- welcoming, personably, enjoy meeting new people
- Appropriate safer recruiting to be followed – including confidential disclosure form and conversation with Pilmgrage Manager or another member of the team

STEP 3

Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.



This role outline is from the Barnsley North West Church, and shows how more specific information can be included.

The first page still contains basic information needed, what is the role and what skills would someone need ect,

Slide 12

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Person Specification:

- reliable, attentive, organised, patient.
- Cheerful and welcoming personality.
- welcoming, personably, enjoy meeting new people
- Appropriate safer recruiting to be followed – including confidential disclosure form and conversation with Pilmgrage Manager or another member of the team

STEP 3

Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.



however, it then provides very specific information which makes very clear what someone in the role would need to do.

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This role outline was approved by North West Church Council on 5th July 2023 and will be reviewed annually.



The last line meets steps 3 of the recruitment process as it states when the role was last reviewed and the intention to continue to review it in the future.

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Voluntary Role Title: Welcoming Pilgrims

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STEP 3

Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.



Two different examples but both effective.

People often ask me if I have set templates for roles, and I don't because the same role in one church can look very different in another church.

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Name	
Age	
Address	

The Methodist Church takes the safety of members within the church very seriously and expects that members will work with the Church Safeguarding Policy. In particular, ... Methodist Church members report any concerns to a Safeguarding Officer or Safeguarding Officer (SOS) you should report your name and telephone number.

Safeguarding Training	
DOB	
Position of member	
Address of work	
Capacity	

Accountability: If you become unable to fulfil the responsibility of ... please contact ... of the local church to be notified as soon as possible.

Does an appointment of a person's position and role a meaningful commitment to offer support or training to the person concerned that will be a safeguarding role?

Role title: ...

This role outline was approved by ... Church Council on ... and will be reviewed annually.



What I have done though is create a template you can fill in with your requirements. My template makes sure you have provided the right sort of information to help the prospective volunteer make an informed decision and also ensure the church or circuit have been clear in what kind of volunteer they are looking for.

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STEP 1 Produce an up-to-date recruitment and selection policy that describes the process.

Recruitment and Selection Policy & Guidance
for
11272727 Methodist Church

To be read alongside:
Safeguarding Policy, Procedures and Guidance July 2023 Edition - produced by the Methodist Church
<https://www.methodist.org.uk/what-we-do/our-approach-to-safeguarding>

Adopted by the Church Council on
12/23

To be reviewed annually.



1. Purpose	2. Scope	3. Roles and Responsibilities
4. Recruitment Process	5. Selection Process	6. Safeguarding
7. Training	8. Monitoring and Review	9. Records



This template is in the local recruitment policy that I shared to help you to meet step 1 of the 12 Steps to Safer Recruitment.

I discussed this document in detail in the last session so you can recap by watching that session if needed.

If you have a number of roles without a role outline, you may now start to feel overwhelmed, so let me suggest a way forward.

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I suggest, when creating a role outline, that 3 people are involved in the process: the group leader, the church or circuit safeguarding officer and someone with the authority to act on behalf of the church council or the circuit leadership team – perhaps the senior steward.

If you have lots of role without a role outline in place, then a quick way of creating the roles is to bring people together and tackle them all over a

couple of hours.

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The group leaders need to complete their sections first. They could do this as part of the working group, or they could do this prior to the meeting and pass the part-completed forms over.

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This is then passed to the safeguarding officer who then states what safeguards need to go with the role.

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Safeguarding officers, I have created for you a guide to help you with this task. This is discussed in length in the Church Safeguarding Officer handbook, in Chapter 4.

My guide talks you through how to decide if a DBS is needed and how to determine what level of training is needed. If you read the guidance document and decide you would like more help, then just send the half-completed role outlines to me and we can go

through them together. Remember, this process only needs to be completed once and reviewed annually.

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Stage 3: To be completed by the Church Council representative

Full Name: _____
 Church Name: _____
 Telephone: _____

The following form contains the details of a vacancy which the church wishes to recruit for. It is intended to be completed by the person who will be responsible for the recruitment process. It is important that the details are filled in accurately as the information will be used to create the Church Safeguarding Policy. In particular, the Methodist Church requires a person who has been cleared by the Safeguarding Officer or Safeguarding Officer (L) to complete this form. This form is used to create the Church Safeguarding Policy (CSP) and should be returned to the Safeguarding Officer (L) at the church.

Job Title: _____
 Location of Job: _____
 Position: _____

Responsibility: _____

Skills and Experience: _____

Other Details: _____

This form will be used to create the Church Safeguarding Policy (CSP) and should be returned to the Safeguarding Officer (L) at the church.



Last the Church Council representative can fill in the remaining boxes and just like that a role outline has been created. These role outlines should then be presented at your next church council meeting for approval. If anyone has any questions or comments these can be addressed, but ultimately the role outlines should be approved and a record made in the meeting minutes.

I can imagine that some churches may have close to 50 volunteer roles that all need a role outline, and that can feel an overwhelming task. If this is your situation, can I suggest that you aim to have the role outlines completed over a six-month period, rather than try and get things done asap. Work through groups one at a time. Arrange planning meetings where the group leader, safeguarding officer and council representative meet and complete the role outline together.

Having a role outline in place will make the remaining 9 steps of the recruitment process much easier – and you will find that the more detail you include, the easier the remaining steps are.

If you would like my help just let me know – I love paperwork and am very eager to provide help and support.

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STEP 4

Advertisement containing:

- Details about the role
- is available for recruitment
- your commitment to safeguarding
- whether a criminal record check will be required.

Some churches will also be asked to provide a statement of the vacancy. This will ensure that suitable people have the opportunity to come forward and will ensure that the role is advertised in a way that is appropriate. Please send the completed advertisement, via a bulletin, notice or highlighter during another notice of a service.



So, let's move onto step 4 of the 12 steps to safer recruitment – advertising.

Advertising looks very different if you are recruiting people to a paid role, I'm just going to suggest ways to 'advertise' a voluntary role.

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Advertising is simply a way of communicating. Therefore, advertising a role could be including a line in the church notices, or mentioning the need from the pulpit at the beginning of the Sunday service. It could be putting out an appeal on your Facebook page or it could be discussing the need at a church or circuit meeting. Advertising should be whatever method of communicating is most appropriate for your church or circuit, as long as it gives everyone the opportunity to

consider if this is something they would like to do and gives everyone the opportunity to put themselves forward.

In my experience you will attract more people if you have a good role outline which explains what they are being asked to do, and just as important, what they are not required to do.

Let me give you an example from something that happened to me at my church.

A number of years ago I was looking for someone who would help me, once a month, in Junior church. I made the appeal at the beginning of the Sunday service, and I also put something in the weekly notice sheet, but no-one came forwards. I was really surprised as all I was asking was for 40 minutes of someone's time, once a month.

As I went through the following week, I reflect on this and decided that perhaps not providing any details about the role was putting people off – perhaps people were thinking the role was more complicated than it actually would be.

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When I wrote the role outline for the 3 roles in Junior Church, I put them all down together on one page (practically so I could make sure I had included everything and not missed something out).

This was the role outline I created – please remember this was probably in 2015 so its not a polished as the role outline I'm encouraging you to complete, and the only version I could quickly was in draft form.

What I did though, was to show people what the role of Junior Church Assistant required and more importantly what it didn't. I put this on the notice board and the following Sunday I again appealed for help and this time suggested if people wanted to know more, they look at the outline on the notice board. This time about 5 people came forward. All said they were happy to help knowing they didn't have to do any planning and preparation or teaching.

I learnt a valuable lesson that day that has stayed with me – be clear about what you are asking. Again, another reason to take the time to create a good role outline.

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STEP 5	Produce an information pack which might include: <ul style="list-style-type: none">• information about the organisation• information about the role• recruitment timetable
	<ul style="list-style-type: none">• safeguarding policy/statement• application forms• safeguarding declaration (where appropriate)

Onto step 5 then of the 12 Steps to Safer Recruitment – producing an information pack.

It might be that a voluntary role doesn't require a formal information pack – but there will always be at least 1 safeguarding form that needs completing. If the role you are recruiting for is with children and young people or vulnerable adults more paperwork is needed. Additional paperwork is also needed if the role requires someone to have a key to a

building.

Again, having a good role outline, as discussed in step 3 makes this step much easier.

Let's go back to the role outline for a Worship steward that was created in the Barnsley circuit.

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What requirements do I need to fulfil to be a Worship Steward?

- A satisfactory Enhanced Disclosure from the DBS every 5 years.

We know the role will require a DBS check, as they have clearly stated this in the role description. Therefore, in their information pack they will need a Confidential Declaration Form for people to sign as this acts as the permission slip to carry out the check.

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During the service

Arrive at church at least 30 minutes before the service starts! Open up...

In the role outline, there is reference to arriving 30 minutes before the service to open up. Therefore, a key to the building maybe needed. If it is, a key Holders Declaration Form should be included in the pack as well as the Lone Worker policy.

I recommend anyone with a key to a church building has a copy of the short policy in order to highlight safety measure that could be taken if they are in the building on their own. This

form is also needed if your church has key pads or codes to open external doors.

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STEP 5 Produce an information pack which might include:

- information about the organisation
- information about the role
- recruitment materials

And any other relevant information the church decides to include...

Information Pack for the role of Worship Steward at Barnsley North

West Church:

- A copy of the Role Outline – all the tasks that need completing
- Confidential Declaration Form (DBS permission slip)
- Key Holder Declaration Form
- Lone Worker Policy

Sheffield Methodist District

So, an appropriate information pack for a Worship Steward at Emmanuel Church in Barnsley may simply be a poly pocket with:

1. Another copy of the **role outline**, as this goes into detail about what a worship steward does before, during and after an act of worship.
2. **Confidential declaration form** – as the permission slip for completing a DBS
3. **Key Holder declaration form** – if they require keys to the building
4. **Lone Worker policy** – if they have a key and therefore could access the building on their own.
5. **Any other information the church, or circuit, decides to include....**

If your role description is vague, then deciding on which safeguarding forms are needed becomes a more time-consuming task, and phone calls are most likely needed to clarify the situation.

Remember though, working out what is needed in an information pack only needs to be done once. As my dad would say 'a stitch in time saves nine' – do it well the first time and you save time in the long run.

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STEP 6 Scrutinise each application carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates.

Consider the bigger picture... think things through and fully commit!

– Epictetus

Sheffield Methodist District

Onto step 6 – consider each application carefully before taking with people who have put their name forward.

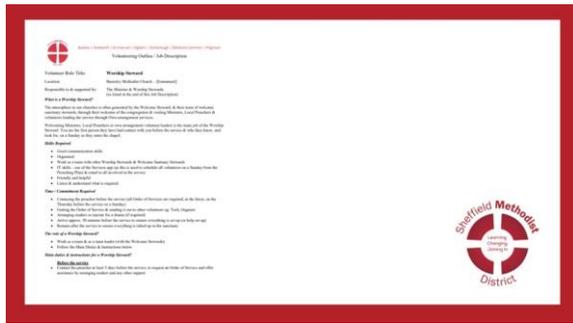
Every year thousands of people volunteer in faith organisations. Almost without exception these volunteers are keen to give up their time and efforts simply because it helps others. However, just because most volunteers act altruistically doesn't mean that volunteers don't need to be screened.

Lack of care in accepting volunteers can lead to dissatisfaction and disappointment for both the volunteer and for the church. In a very small number of cases, lack of care in selection could lead to serious danger for service users.

Now is the time to acknowledge any niggles you might have about people who come forward. Let's go back to the role outline done in the Barnsley circuit.

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Right at the start they listed the skills required for a person to do the role well.



If someone who came forward to volunteer had dreadful organisation skills, and you knew being organised was essential for the role, this is something that you might need to discuss further.

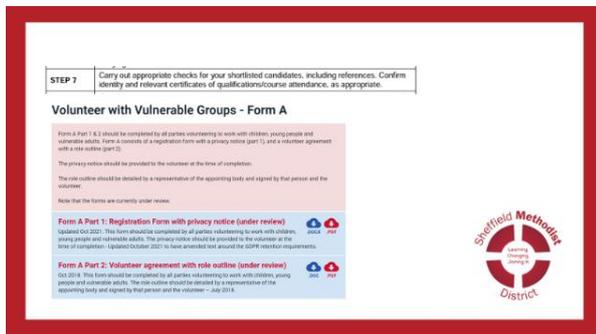
With my safeguarding hat on, if someone came forward to volunteer in junior church but they have shown no interest in the young people or the children's ministry before, this again is something that needs exploring.

If you feel awkward having these discussions involve other people. Believe me its far more awkward having a conversation once someone is in the role, than before they start.

Not everyone will be suitable for every role. I for instance, would make a dreadful finance officer, as I have no experience with bookkeeping and my financial planning skills are poor. I am a trained and qualified early years worker though, so I could be helpful in Junior Church.

With less and less people to do more and more roles, the temptation is to accept anyone who comes forward to help, however this is mistake and can lead to difficult situations down the line.

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So, onto step 7 - carrying out appropriate checks, including references. Confirm identity and relevant certificates of course attended etc.

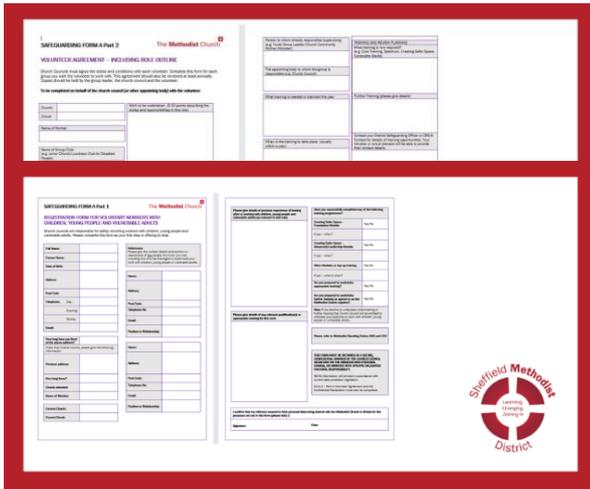
If you have a volunteer role, aimed specifically at working with children, young people or vulnerable adults then the Methodist Church requires them to fill out an Application Form, form A. This should be done BEFORE someone start in a role. Likewise, if a role requires someone to complete a DBS they must NOT

start in the role before a clear DBS certificate has been received.

Form A is in two parts – part one is to be completed by the volunteer and given back to the church and part 2 is completed by the church and given to the volunteer.

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Part 2 is basically the role outline discussed in step 3, so once again having this in place saves time when completing step 7.



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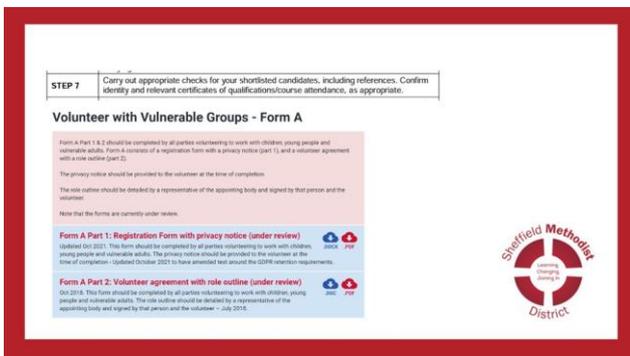
Form A part 1 is basically an application form. It asks for the normal contact information, but it also asks for the contact details of two people who could provide a character reference.

References do not need to be professional references, we just need to know that people have the right skill set for the role. The form also asks if people have undertaken methodist safeguarding training and if they would be willing to undertake further training is

required.

Writing off for references and completing a DBS check all takes time – currently a DBS the highest level of check is taking around 2 months to process. Therefore, is you need someone in a role quickly it would make sense to select someone who already has these things in place, something to think about in the previous step.

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I know that people often express frustration at having to ask people to complete application forms, and volunteers have felt annoyed that the church doesn't trust them even though they have been attending for years.

Unfortunately, we know too many examples, in the Sheffield District alone, where people have groomed a church. Where they have spent years creating a respectable image of themselves only to finally start

abusing vulnerable people, many years later. In the last session I mentioned two examples of times people were not recruited properly and they ended up committing horrendous crimes.

Because we have to treat all people fairly, and without bias, we need one process for all, if we don't treat all people the same, we leave ourselves open to accusations of discrimination and prejudice.

If you are recruiting someone to a role that isn't with vulnerable groups step 7 may not apply, but I still encourage you to stop and think if there is anything you need to check before moving on.

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STEP 8	If there are several candidates, ensure all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
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"It was several years after being told I wasn't suitable for the position – and doing considerable self-searching to understand why – that I was brave enough to discuss it with others. That's when I realised my rejection was actually systemic. No one 'like me' was deemed suitable"

Taken from the 'Working towards a fully inclusive Methodist Church – a users guide to the strategy for justice, dignity and solidarity'



Step 8 makes me smile a little – in my experience we never have enough people come forward to volunteer, so we have never been in a position to create a short list.

That being said, if several people are shortlisted for a post its important that all are treated fairly and with respect.

If you have a candidate who is visually impaired for example, you will need to consider how you will

supply them with the same letters or other necessary information.

The Methodist Church is committed to providing equality of opportunity to all persons when developing, co-ordinating and supporting volunteering. We recognise a clear moral obligation to promote fairness and equality in volunteering and value all individuals and their diverse & unique identity and backgrounds.

The quote on the screen is taken from the users guide to the strategy for justice, dignity and solidarity.

The report goes onto say that Our Calling as Methodists has always included a calling to social justice, but we have often failed to live that out because we have excluded people based on prejudices.

These might be people who live with a disability, or a different ethnicity, sexuality, age, gender, or life experience from ourselves. Sometimes we might deliberately exclude someone for one of these reasons because of a prejudice that we hold. Sometimes our biases are unconscious, and we do not realise the negative impact of our words and behaviours on another person.

Yet the belief that all human beings are loved by and created in the image of God is fundamental to who we are as Christians. Our behaviour needs to witness to our beliefs.

When you reach step 8, I ask that you take time to consider if **you** have acted inclusively.

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STEP 9	Conduct a face-to-face interview for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
STEP 10	Ensure that all specific questions designed to gain required information about each candidate's suitability are asked, including those needed to address any gaps in information supplied on the application form.

Skills Register

- Good communication skills
- Organised
- Willing to have their office/working hours/duty of welcome reviewed
- IT skills – use of the Service app for this is used to schedule all volunteers on a Sunday from the preaching block to support all involved in the service
- Friendly and helpful
- Good at maintaining what is required

Time / Commitment Register

- Carrying the greeter before the service (all Orders of Service are required, at the latest, on the Thursday before the service on a Sunday)
- Carrying the Order of Service & reading (if not to other volunteers eg. Techs/Organist)
- Accepting readers or anyone else a reader (if required)
- Answering questions before the service to ensure everything is set up for help and support
- Answering the service to ensure everything is tidied up on the sanctuary

Photo of a Worship Team

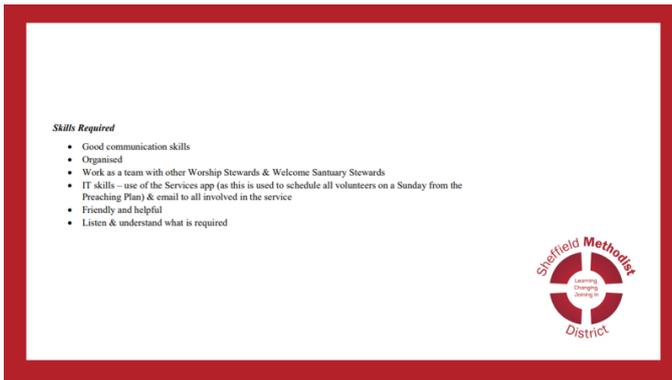
- Willing to have it as a team leader (with the Welcome Team)
- Willing to have their office/working hours/duty of welcome reviewed




Steps 9 & 10 concerns face to face interviews, or when we are recruiting volunteers, an informal chat is often more appropriate.

If we were on the church council at Emmanuel in Barnsley for example, it would be appropriate to look through the role outline with the prospective volunteer and see if there are any areas that could be problematic.

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Skills Required

- Good communication skills
- Organised
- Work as a team with other Worship Stewards & Welcome Sanctuary Stewards
- IT skills – use of the Services app (as this is used to schedule all volunteers on a Sunday from the Preaching Plan) & email to all involved in the service
- Friendly and helpful
- Listen & understand what is required

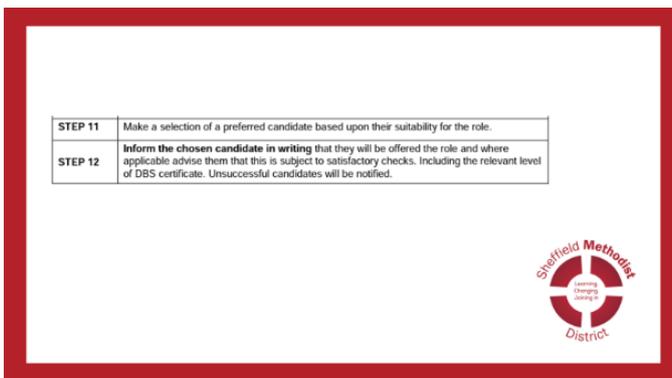


Under skills required there is mention of IT skills – an informal chat would be a good opportunity to find out if someone has the internet at home, as without it they may struggle.

Please don't fall into the trap of just accepting people because you are desperate to fill a role – take time to consider if they can do the role or if they would be better suited in another role – let's face it every church has plenty of work that needs doing.

Having a good role outline, as discussed in step 3, make the conversation easier if you have concerns about someone suitability. It becomes less of a personal attack if you are able to use criteria that has already be shared and agreed on.

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STEP 11	Make a selection of a preferred candidate based upon their suitability for the role.
STEP 12	Inform the chosen candidate in writing that they will be offered the role and where applicable advise them that this is subject to satisfactory checks. Including the relevant level of DBS certificate. Unsuccessful candidates will be notified.



When it comes to steps 11 & 12, it's a lot easier to make decision when it's based-on fact and not on personal feelings. If you have to choose one person over another then being able to give a rational explanation can make it easier for the unsuccessful person to understand.

Hopefully, now we have gone through all the steps in details you will have a better understanding of what and why the Methodist Church ask that we all follow this Safer

Recruitment procedure.

The last 10 steps of the 12 steps are probably routine done in one way or the other, but we need to be intentional – making sure each step is covered rather than rather than breathing a sign of relief that your recruitment process just happens to tick most of the boxes.

So, lets recap the 12 steps and how to make the process as painless as possible.

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The 12 Steps to Safer Recruitment checklist

Foundation Steps		Actions to be taken by Group Leaders	
Step 1	Create an up-to-date recruitment and selection policy for your church	Step 4	Advertise for volunteers
Step 2	Adopt a church safeguarding policy	Step 6	Consider each application carefully
Step 3	Create role outlines	Step 7	Carry out appropriate checks
Step 5	Produce an information pack	Step 8	Shortlist- without prejudice
		Step 9	Have informal chats
		Step 10	Ask important questions
		Step 11	Select volunteers based upon their suitability for the role
		Step 12	Let successful applicants know



Steps 1,2,3 and 5 are what I call the Foundation steps. If you take the time to get these steps in place the rest of the process is easy to complete.

These steps require the participation of the church or circuit safeguarding officer; the church or circuit leadership team and the individual leaders of group, for example the pastoral visitor's secretary or the Sunday school superintendent as well as specific

group leaders such as the food bank or lunch club lead.

Working together means the group leader can then proceed with the other steps. If the foundation steps have not been completed, you set the group leader an impossible task. Without the foundation steps in place, group leaders will not be able to complete all their tasks and therefore fall short of methodist expectations.

In my experience the process becomes difficult if the key people do not work together. Leave Safer Recruitment to just one person and it bound to be unsuccessful.

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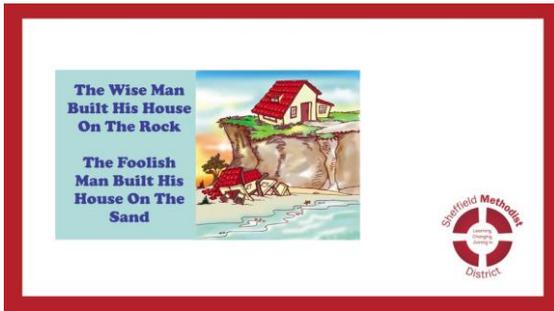
If you sat there, listening to all this, and realise you much work to do to get up to Methodist standards be kind to yourself and set a realistic timeframe to make changes.

I am very aware that the vast majority of people in our churches give their time freely because they want to see their church grow and flourish, providing Christian nurture to those inside and outside of their buildings.

I would encourage you to care and protect yourself too.

I would be delighted if you decided to spend this connexional year getting Safer Recruitment embedded in your church. You will be much more successful if you moved forward intentionally.

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Remember the parable of the wise man who built his house on the rock compared with the man who build has house on the sand?

Start by creating an action plan. How many groups do you have? How many roles have a good role outline? How many roles need an outline creating. Reflect on the responsibilities discussed in the first session – and analyse what you are doing compared with what you should be

doing. Take time to thoroughly work through the process.

Better to take 12 months and do things to a high standard than rush through the process in a few weeks, making people feel stressed and pressured, and leaving you with a substandard system.

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If you're stuck speak to me and I'll help you come up with a plan to move the situation forward.

Thank you for listening. If you have any further questions, please get in touch – together we make our churches and circuits a safer place for all.

Thank you for listening.