

Example Role Outline

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

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Steward</i>	<i>Church Council</i>	<p><i>The Steward's duties within the Methodist Church are laid out in the Constitutional Practice and Discipline (CPD) of the Methodist Church.</i></p> <ul style="list-style-type: none"> - <i>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.</i> - <i>To share pastoral concerns with the Minister and/or leader/</i> - <i>Notify the Safeguarding Officer or minister of any safeguarding issues.</i> <p><i>Before Worship</i></p> <ul style="list-style-type: none"> - <i>Unlock all doors.</i> - <i>Check heating</i> 	<i>Enhanced DBS check</i>	<i>Adult and child</i>	<i>Foundation Module</i>	<p><i>Volunteer Application Form</i></p> <p>www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i></p> <p>https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>

		<ul style="list-style-type: none"> - <i>Light altar candle</i> - <i>Hymn number board</i> - <i>Water for speakers</i> - <i>Put out collection plates</i> - <i>Advise preacher of anything else they might need to know.</i> <p>After Worship</p> <ul style="list-style-type: none"> - <i>Check vestry steward is present to count collection.</i> - <i>Ensure preacher and collection counters are offered refreshments</i> - <i>There should always be two people present when building is locked.</i> - <i>Ensure internal and external doors are locked.</i> - <i>Ensure all lights are switched off.</i> <p>Visiting Ministers & Local Preachers</p> <ul style="list-style-type: none"> - <i>Show them to vestry, where toilets are, lectern, pulpit</i> - <i>Ensure they are aware of any routines for example a prayer book being bough forward.</i> 				
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