

## Example Role Outlines

This role outline is an **example only** and needs to be adapted to each local situation.

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

<b>Role</b>	<b>Responsible to</b>	<b>Duties</b>	<b>DBS</b>	<b>Workforce</b>	<b>Training</b>	<b>Forms Required</b>
<i>Church Treasurer</i>	<i>Church Council</i>	<ul style="list-style-type: none"> <li>- <i>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.</i></li> <li>- <i>To bank the cash, cheques, and all other items of a financial nature.</i></li> <li>- <i>To bank the offerings at Sunday services, and other services where appropriate.</i></li> <li>- <i>To prepare and have countersigned cheques for payment of goods and services provided to the church.</i></li> <li>- <i>To pay all bills e.g., utilities and general running expenses.</i></li> <li>- <i>To ensure the assessment payment is made.</i></li> <li>- <i>To ensure all the church organisations with independent banking submit their accounts for annual examination.</i></li> <li>- <i>To maintain accurate church accounts and prepare the end of year financial accounts, submitting these for examination</i></li> </ul>	<i>As a Trustee the treasurer is eligible for an Enhanced DBS check.</i>	<i>Adult and child</i>		<p><b><i>Volunteer Application Form</i></b>  <a href="http://www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p>

		<ul style="list-style-type: none"> <li>- <i>To ensure the annual financial schedules are examined, approved by the church council and passed to the Circuit Treasurer</i></li> <li>- <i>To plan and prepare an annual budget for the church council to approve, including advising on the Reserves Policy</i></li> <li>- <i>To file the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years</i></li> <li>- <i>To attend the Circuit Meeting as a representative of the Church</i></li> <li>- <i>To attend the Church Council meetings</i></li> <li>- <i>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.</i></li> <li>- <i>To summarise receipts, including the Sunday collection envelopes by envelope number, and pass to the Gift Aid Coordinator</i></li> <li>- <i>To share pastoral concerns that arise through this role with the Minister and/or leader/s</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul>				
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