

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>Flower Arranger</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>Ensure there are flowers placed in church on the Sunday they are planned</i> - <i>To provide flowers (or find someone who will stand in for them).</i> - <i>Making sure flowers from Sundays are given to appropriate individuals linked to the church once the service(s) have finished for the day.</i> - <i>Arranging flowers for special occasions if requested and agreed</i> - <i>Sometimes arranging flowers for other members who have donated money</i> - <i>To share any pastoral concerns with the Minister and/or leader/s</i> - <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 	<i>As described here - this role is not required to have a DBS check</i>			<p><i>Volunteer Application Form</i> 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> https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>