

Example Role Outlines

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>Gift Aid Secretary</i>	<i>Church Treasurer</i>	<ul style="list-style-type: none"> - <i>To keep complete, accurate records of the donations to the church made by individuals, including gift aid declarations.</i> - <i>To check occasionally that individuals who are gift aiding their donations are still eligible taxpayers.</i> - <i>To respond to members' queries about their contributions or about how to change their contribution arrangements.</i> - <i>This information must be treated as strictly confidential.</i> - <i>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.</i> - <i>To share pastoral concerns with the Minister and/or pastoral 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>

