

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
JMA Secretary	Church Council	<ul style="list-style-type: none"> - To ensure that the JMA money boxes that are held by the collectors are collected and emptied at least once a year by two people. - To ensure that amounts are recorded, and total monies are passed on to the Church Treasurer for onward transmission. - To distribute JMA magazines as they are received (2/3 times a year) to the collectors. - To order appropriate certificates and badges (and gifts, if appropriate) and organise their presentation at a Sunday morning service on a convenient date with agreement of the preacher. Advise the collectors of the date so they have every opportunity to attend. - To link up those in the Church who are prepared to give with a collector. - To share any pastoral concerns with the minister and / leaders - Notify the Safeguarding Officer or Minister of any safeguarding issues. 	As described here - this role is not required to have a DBS check			<p>Volunteer Application Form</p> <p>www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>