**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** |
| *Pastoral Lead* | *Minister & Church Council* | * *To act as central point for information regarding pastoral concerns relating to members or adherents.* * *To offer help and support where possible and when appropriate* * *To pass on relevant information for pastoral support to the Minister as appropriate* * *To coordinate the handing out of Membership tickets when provided by the Minister* * *To ensure any information shared is GDPR compliant* * *To organise and co-ordinate meetings of pastoral visitors and the minister.* * *To attend Pastoral Meetings and provide reports to the Minister as needed.* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *This role requires an enhanced DBS check.* | *Adult* | *Foundation and Advanced Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |