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| **This role outline is an example and can 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 as they may also then need to change.** |
| **Role**  | **Responsible to**  | **Duties** | **DBS** | **Workforce** | **Training**  | **Forms Required**  |
| Door Steward | Church Council | * To welcome people as they arrive and enter the church
* To greet them, and show them where to sit, if appropriate
* To hand information to them for the service such as notices or hymn books, where appropriate
* To ensure that the stewards or Minister are aware when someone new attends the church, in order that they can be welcomed
* To share pastoral concerns with the Minister and/or pastoral leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.
 | As described here - this role is not required to have a DBS check |  |  | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/) **Confidential Declaration –**[www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/) **If a key Holder - Key Holder Form D** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/) |