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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**  |
| Pastoral Secretary  | Minister & Church Council | * To arrange a date for the Pastoral Group Meeting in conjunction with the Minister and the Pastoral Leaders.
* To keep and distribute minutes of the Pastoral Group Meetings to the Pastoral Leaders and the Minister.
* To share pastoral concerns with the Minister and/or pastoral leader/s;
* To notify safeguarding issues to the Safeguarding Officer or Minister.
* Notify the Safeguarding Officer or Minister of any safeguarding issues.
 | As described here - this role is not required to have a DBS check |  | Foundation Module  | **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/)  |