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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** |
| Property Steward | Church Council | * Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary * After each quinquennial inspection consider the findings and recommendations and take any action required in consequence * Prepare and consider the annual property schedules. * Consider such matters as the purchase, sale, extension, or alteration of the property and take appropriate action * Maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material. * Present an annual report on the local property to the Circuit Meeting. * Work together with other members of the property committee to ensure maintenance and upkeep of the church premises * To work closely with the booking secretary and safeguarding officer to ensure the smooth running of all property matters and to maintain a list of current key holders. * To report back to church council on all property matters * To share pastoral concerns with the Minister and/or pastoral leader/s * Notify the Safeguarding Officer or Minister of any safeguarding issues. | As a Trustee this role is eligible for an Enhanced DBS check. | Adult and child |  | **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/) |