**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.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *AV Operator* | *Church Council* | * *To attend and receive on-site training in the use of the equipment.* * *To arrive at church in plenty of time before Sunday morning service to set up equipment needed.* * *To ensure all equipment is packed away and stored appropriately after a service.* * *To ensure that the hearing loop is set up correctly operating correctly.* * *Where appropriate, to show videos or PowerPoint presentations* * *To share pastoral concerns with the Minister and/or 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* |  |  | ***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/) |