

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
<i>AV Operator</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>To attend and receive on-site training in the use of the equipment.</i> - <i>To arrive at church in plenty of time before Sunday morning service to set up equipment needed.</i> - <i>To ensure all equipment is packed away and stored appropriately after a service.</i> - <i>To ensure that the hearing loop is set up correctly operating correctly.</i> - <i>Where appropriate, to show videos or PowerPoint presentations</i> - <i>To share pastoral concerns with the Minister and/or leader/s</i> - <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 	<i>As described here - this role is not required to have a DBS check</i>			<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>