**Example Role Outline**

This role outline is an **example only** and needs to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess if the DBS and training requirements remain the same.

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| **Role** | | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Choir/Music/Drama Group Leader* | *The Minister and Church Council* | * *Liaising with other the Minister and other relevant people to provide available dates for availably for worship of for special events.* * *Liaising with the preacher before the service regarding the music/drama required* * *Liaising with Choir/Music/Drama Group members to ensure they are aware of the dates given to the Minister or Local Preachers and what has been selected to do on these dates* * *Sharing pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *This role does require an enhanced DBS check* | *Adult and child (if children are present)* | *Foundation Module - Choir/Music/Drama Group leaders are required to attend.* | ***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/)  ***If a key Holder - Key Holder Form D***  [*https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/*](https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/) |

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