

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.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Choir/Music/ Drama Group Leader</i>	<i>The Minister and Church Council</i>	<ul style="list-style-type: none"> - <i>Liaising with other the Minister and other relevant people to provide available dates for availably for worship of for special events.</i> - <i>Liaising with the preacher before the service regarding the music/drama required</i> - <i>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</i> - <i>Sharing pastoral concerns with the Minister and/or leader/s</i> - <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 	<i>This role does require an enhanced DBS check</i>	<i>Adult and child (if children are present)</i>	<i>Foundation Module - Choir/Music/ Drama Group leaders are required to attend.</i>	<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i> https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>