**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** |
| *Church Council Member* | *Church Council* | * *To attend Church Council whenever possible and deal with the business of the meetings in a responsible manner.*   *Responsibilities of The Managing Trustees include:*   * *To ensure that appropriate action is taken so that the Church continues to be solvent and financially viable.* * *To ensure that policies and procedures are in force to cover legal responsibilities e.g., Safeguarding.* * *To ensure that the property is maintained to a good standard.* * *To ensure that arrangements are in place to provide pastoral care of Church members.* * *To look to ways of developing outreach and mission in the local community.* * *Elected members of Church Council are elected by the Annual General Church Meeting.* * *Elected members of Church Council will still be subject to the requirements of the safer recruitment procedures for any additional roles they take on because of being on Church Council.*   *Managing Trustees*   * *As a member of the Church Council, you will share in the responsibility for overseeing and leading the Church in:*   *a) the care of its members*  *b) its outreach, especially to those on the community roll*  *c) planning its policy*  *d) its financial commitments*  *e) the care of its property (including money) (SO 603)*   * *Naturally some of those tasks will hold a greater appeal for you than others. Nevertheless, the whole work of the Church Council is shared by its members and provided you have reached the legal age of majority, as a member of the Church Council, you are a managing trustee.* * *Church Council members should read the following document:* * [*https://www.methodist.org.uk/static/rm/mtmm/responsibilities\_of\_the\_managing\_trustees.pdf*](https://www.methodist.org.uk/static/rm/mtmm/responsibilities_of_the_managing_trustees.pdf) | *As a Trustee this role is eligible for an Enhanced DBS check.* | *Adult and child* | *Foundation Module* | ***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/) |