

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
Church Council Member	Church Council	<ul style="list-style-type: none"> - To attend Church Council whenever possible and deal with the business of the meetings in a responsible manner. <p><i>Responsibilities of The Managing Trustees include:</i></p> <ul style="list-style-type: none"> - 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 	As a Trustee this role is eligible for an Enhanced DBS check.	Adult and child	Foundation Module	<p>Volunteer Application Form</p> <p>www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>

		<p><i>recruitment procedures for any additional roles they take on because of being on Church Council.</i></p> <p><i>Managing Trustees</i></p> <ul style="list-style-type: none"> - <i>As a member of the Church Council, you will share in the responsibility for overseeing and leading the Church in:</i> <ul style="list-style-type: none"> <i>a) the care of its members</i> <i>b) its outreach, especially to those on the community roll</i> <i>c) planning its policy</i> <i>d) its financial commitments</i> <i>e) the care of its property (including money) (SO 603)</i> - <i>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.</i> - <i>Church Council members should read the following document:</i> - https://www.methodist.org.uk/static/rm/mtmm/responsibilities_of_the_managing_trustees.pdf 				
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