**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 Notice Coordinator* | *Minister and Church Council* | * *To produce the weekly notices for the church by receiving information from a range of sources, adding details of church services for the current and subsequent week(s), updating a calendar of future events and printing sufficient copies for the number of visitors expected.* * *To ensure any information shared is GDPR compliant and is produced in an accessible format.* * *To produce a web version and pass to the Website Co-ordinator.* * *Sharing pastoral concerns with the Minister and/or leader/s.* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check* |  |  | ***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/) |