

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
<i>Church Notice Coordinator</i>	<i>Minister and Church Council</i>	<ul style="list-style-type: none"> - <i>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.</i> - <i>To ensure any information shared is GDPR compliant and is produced in an accessible format.</i> - <i>To produce a web version and pass to the Website Co-ordinator.</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>As described here - this role is not required to have a DBS check</i>			<p><i>Volunteer Application Form</i> www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>