**Example Role Outlines**

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.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Church Treasurer* | *Church Council* | * *To provide the Church Council with details of all income and expenditure for the year to date in time for its meetings to aid decision making.* * *To bank the cash, cheques, and all other items of a financial nature.* * *To bank the offerings at Sunday services, and other services where appropriate.* * *To prepare and have countersigned cheques for payment of goods and services provided to the church.* * *To pay all bills e.g., utilities and general running expenses.* * *To ensure the assessment payment is made.* * *To ensure all the church organisations with independent banking submit their accounts for annual examination.* * *To maintain accurate church accounts and prepare the end of year financial accounts, submitting these for examination* * *To ensure the annual financial schedules are examined, approved by the church council and passed to the Circuit Treasurer* * * To plan and prepare an annual budget for the church council to approve, including advising on the Reserves Policy* * *To file the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years* * *To attend the Circuit Meeting as a representative of the Church* * *To attend the Church Council meetings* * *To support the Property Stewards and Leadership Team with financial information to help decision-making regarding management of the church premises and the church’s mission as agreed by Church Council.* * *To summarise receipts, including the Sunday collection envelopes by envelope number, and pass to the Gift Aid Coordinator* * *To share pastoral concerns that arise through this role with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As a Trustee the treasurer is eligible for an Enhanced DBS check.* | *Adult and child* |  | ***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/) |