

Example Role Outline

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.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Cradle Roll Secretary</i>	<i>The Minister</i>	<ul style="list-style-type: none"> - <i>To maintain the list of baptisms displayed on the wall inside the church</i> - <i>To send out birthday cards to the child until they reach 5 years of age</i> - <i>To share pastoral concerns with the clergy 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>		<i>Foundation Module</i>	<i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/