**Example Role Outlines**

This role outline is an **example 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** |
| *Door Steward* | *Church Council* | * *To welcome people as they arrive and enter the church* * *To greet them, and show them where to sit, if appropriate* * *To hand them information to them for the service such as notices or hymn books, where appropriate* * *To ensure that the stewards or Minister are aware when someone new attends the church, in order that they can be welcomed* * *To share pastoral concerns with the Minister and/or pastoral 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/)  ***If a key Holder - Key Holder Form D***  [*https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/*](https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/) |