

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.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Door Steward</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>To welcome people as they arrive and enter the church</i> - <i>To greet them, and show them where to sit, if appropriate</i> - <i>To hand them information to them for the service such as notices or hymn books, where appropriate</i> - <i>To ensure that the stewards or Minister are aware when someone new attends the church, in order that they can be welcomed</i> - <i>To share pastoral concerns with the Minister and/or pastoral 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/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i> https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>