**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.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *JMA Secretary* | *Church Council* | * *To ensure that the JMA money boxes that are held by the collectors are collected and emptied at least once a year by two people.* * *To ensure that amounts are recorded, and total monies are passed on to the Church Treasurer for onward transmission.* * *To distribute JMA magazines as they are received (2/3 times a year) to the collectors.* * *To order appropriate certificates and badges (and gifts, if appropriate) and organise their presentation at a Sunday morning service on a convenient date with agreement*   *of the preacher. Advise the collectors of the date so they have every opportunity to attend.*   * *To link up those in the Church who are prepared to give with a collector.* * *To share any pastoral concerns with the minister and / leaders* * *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/) |