**Example Role Outlines**

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** |
| *Gift Aid Secretary* | *Church Treasurer* | * *To keep complete, accurate records of the donations to the church made by individuals, including gift aid declarations.* * *To check occasionally that individuals who are gift aiding their donations are still* * *eligible taxpayers.* * *To respond to members’ queries about their contributions or about how to change their contribution arrangements.* * *This information must be treated as strictly confidential.* * *At the end of the tax year, to match gift aid information to the giving from that year and submit information to HMRC in order to gain a tax refund for the church.* * *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/) |