

## 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.

<b>Role</b>	<b>Responsible to</b>	<b>Duties</b>	<b>DBS</b>	<b>Workforce</b>	<b>Training</b>	<b>Forms Required</b>
<i>Pastoral Lead</i>	<i>Minister &amp; Church Council</i>	<ul style="list-style-type: none"> <li>- <i>To act as central point for information regarding pastoral concerns relating to members or adherents.</i></li> <li>- <i>To offer help and support where possible and when appropriate</i></li> <li>- <i>To pass on relevant information for pastoral support to the Minister as appropriate</i></li> <li>- <i>To coordinate the handing out of Membership tickets when provided by the Minister</i></li> <li>- <i>To ensure any information shared is GDPR compliant</i></li> <li>- <i>To organise and co-ordinate meetings of pastoral visitors and the minister.</i></li> <li>- <i>To attend Pastoral Meetings and provide reports to the Minister as needed.</i></li> <li>- <i>To share pastoral concerns with the Minister and/or leader/s</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul>	<i>This role requires an enhanced DBS check.</i>	<i>Adult</i>	<i>Foundation and Advanced Module</i>	<p><b><i>Volunteer Application Form</i></b></p> <p><a href="http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p>