**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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Pastoral Secretary* | *Minister & Church Council* | * *To arrange a date for the Pastoral Group Meeting in conjunction with the Minister and the Pastoral Leaders.* * *To keep and distribute minutes of the Pastoral Group Meetings to the Pastoral Leaders and the Minister.* * *To share pastoral concerns with the Minister and/or pastoral leader/s;* * *To notify safeguarding issues to the Safeguarding Officer or Minister.* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check* |  | *Foundation Module* | ***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/) |