

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
<i>Pastoral Secretary</i>	<i>Minister & Church Council</i>	<ul style="list-style-type: none"> - <i>To arrange a date for the Pastoral Group Meeting in conjunction with the Minister and the Pastoral Leaders.</i> - <i>To keep and distribute minutes of the Pastoral Group Meetings to the Pastoral Leaders and the Minister.</i> - <i>To share pastoral concerns with the Minister and/or pastoral leader/s;</i> - <i>To notify safeguarding issues to the Safeguarding Officer or Minister.</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>		<i>Foundation Module</i>	<p><i>Volunteer Application Form</i></p> <p>www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>