**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** |
| *Property Steward* | *Church Council* | * *Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary* * *After each quinquennial inspection consider the findings and recommendations and take any action required in consequence* * *Prepare and consider the annual property schedules.* * *Consider such matters as the purchase, sale, extension, or alteration of the property and take appropriate action* * *Maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material.* * *Present an annual report on the local property to the Circuit Meeting.* * *Work together with other members of the property committee to ensure maintenance and upkeep of the church premises* * *To work closely with the booking secretary and safeguarding officer to ensure the smooth running of all property matters and to maintain a list of current key holders.* * *To report back to church council on all property matters* * *To share pastoral concerns with the Minister and/or pastoral leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As a Trustee this role is eligible for an Enhanced DBS check.* | *Adult and child* |  | ***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/)  ***If a key Holder - Key Holder Form D***  [*https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/*](https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/) |