

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>Property Steward</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary</i> - <i>After each quinquennial inspection consider the findings and recommendations and take any action required in consequence</i> - <i>Prepare and consider the annual property schedules.</i> - <i>Consider such matters as the purchase, sale, extension, or alteration of the property and take appropriate action</i> - <i>Maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material.</i> - <i>Present an annual report on the local property to the Circuit Meeting.</i> - <i>Work together with other members of the property committee to ensure</i> 	<i>As a Trustee this role is eligible for an Enhanced DBS check.</i>	<i>Adult and child</i>		<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i> https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>

		<p><i>maintenance and upkeep of the church premises</i></p> <ul style="list-style-type: none"> - <i>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.</i> - <i>To report back to church council on all property matters</i> - <i>To share pastoral concerns with the Minister and/or pastoral leader/s</i> - <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 				
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