**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 Volunteer* | *Church Council* | * *Working with the Property Stewards, volunteers can help with a range of tasks around the church property:* * *This may include putting out the bins, reading the meters, cutting the grass, polishing the church floor.* * *May also be asked to help with the specific occasional task like cleaning windows and gutters and decorating.* * *Take safety precautions to protect themselves whilst undertaking the task, including wearing protective clothing as necessary.* * *Report any health and safety concerns before undertaking a task and ensuring that measures are put in place to minimise risk.* * *Work in pairs to support each other in the task.* * *Share pastoral concerns with the Minister and / or leaders.* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check* |  |  | ***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/) |