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| **This role outline is an example and can 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 as they may also then need to change.** | | | | | | |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| AV Operator | Church Council | * To attend and receive on-site training in the use of the equipment. * To arrive at church in plenty of time before Sunday morning service to set up equipment needed. * To ensure all equipment is packed away and stored appropriately after a service. * To ensure that the hearing loop is set up correctly operating correctly. * Where appropriate, to show videos or PowerPoint presentations * To share pastoral concerns with the Minister and/or leader/s * Notify the Safeguarding Officer or Minister of any safeguarding issues. | As described here - this role is not required to have a DBS check |  |  | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/)  **Confidential Declaration –**  [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/) |