**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Projectionist**

**Group: 4 Workforce: None**

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| Volunteer Role Outline Role information: To prepare and/or execute the video images for Sunday worship and activities.**Location: XXXXXX Methodist Church****Responsible to:** The Minister, Stewards and activity organisers **Eligibility:** no restrictions**Commitment:** To work as part of a team on a rota system as agreed in advance. |

# Key volunteer activities

**Video Setup**

* Ensure order of service is received and uploaded into the presentation package in good time for service. Items to be uploaded include hymns, bible passages, prayers, videos and teaching notes.
* Care should be taken that the correct copyright information is displayed.
* Playlist should be checked in full by navigating through each item. This includes playing all video and audio to check they are complete.

**Video Projection**

* The operator should arrive at least 30 minutes before service starts.
* All the screens/projectors should be turned on and checked to ensure they are receiving a signal.
* The hymn arrangements need to be checked with the organist and the playlist checked against the service plan. This is best achieved by performing a dry-run through all play list items including any that involve audio or video.
* Maintain a high concentration and awareness throughout the service.

**Personal Skills**

* Good interpersonal skills
* Good computer skills and knowledge of the presentation system used.
* A willingness to work as part of a team

**Boundaries**

Duties do NOT include assisting fixing lapel mics to children.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms

**Training and support provided**

* Volunteers are supported by the Minister and Stewards
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation renewable every four years.

**Appointment Period**

Volunteer are appointed annually and would ordinarily serve for up to six years. However, in exceptional circumstances the appointment can be extended; this would follow the approval of Church Council.

This job description was accepted by Church Council on XXXXXXX

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998