**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.

**Group: Finance & Property Team**

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| Volunteer Role Outline **Location: XXXX Methodist Church**  **Responsible to:** **Church Council as Managing Trustees**  **Eligibility: Members of the F&P Team must be members of Cantley Methodist Church**  **Commitment: The Team meets four times a year prior to a Church Council Meeting** |

# Terms of Reference as agreed by Church Council (when the teams merged)

* Oversight, monitoring and management of Church finances
* Preparation of draft budget and monitoring of budget as approved by Church Council
* Identification of potential projects and oversight of alterations to the buildings
* Co-ordination of room bookings

**Membership**

* Treasurer
* Manager of Property Maintenance
* Room Booking Secretary
* Steward
* Gift Aid Secretary
* Two members appointed from the Church membership
* Note 1: in practice some of these roles will be duplicated
* Note 2: The Chair has no specific role or responsibilities, and can be a separate person or any one of the above

**Safeguarding**

The team 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 Church Council

**Appointment Period**

Volunteers 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/the Annual Church Meeting.

This Team role description was accepted by Church Council on XXXXXX

I am willing to be a member of this team.

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