**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.

**Wedding and Funeral Steward**

**Group: 3 Workforce: Adult**

|  |
| --- |
| Volunteer Role OutlineRole information: Act as Steward at weddings and funerals, with the support of the XXXXXX Leadership Team **Location: XXXXXXX Methodist Church**  **Responsible to:** **Church Council**  **Eligibility: Member of the Methodist Church**  **Commitment: To be available when possible to provide support to the officiating minister.** |

# Key volunteer activities

* See attached checklist

**Personal Skills**

* Good interpersonal skills
* a willingness to work as part of a team.

**Boundaries**

* Volunteers are not expected to help with mobility issues.

**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, Church Council and the Leadership Team.
* Volunteers are required to attend Foundation level Safeguarding Training (Creating Safer Space) renewable every four years.
* Out of office expenses can be applied for.

**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 job description was accepted by Church Council on XXXXXXXXX

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