**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: Sunday Steward Group: 3 Adult Workforce**

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| Volunteer Role OutlineRole information: To welcome worshippers at door, hand out worship material and assist with seating, and generally support the duty Church Steward. **Location: XXXXXX Methodist Church**  **Responsible to:** The Church council  **Eligibility:** No restriction  **Commitment:** To attend Sunday Worship according to a rota and activities as agreed in advance. |

# Key volunteer activities See attached checklist

**Personal Skills**

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

**Boundaries**

* A Sunday Steward should only assist worshippers with mobility issues if they are asked and then with the minimum personal contact.

**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 Church Council and the Church Stewards.Volunteers are required to attend Foundation level Safeguarding training every four years.

**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.

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