## Role Outline – Church Secretary

# Summary of possible volunteer activities

Church Secretaries are responsible with the minister or probationer to oversee the operation of the church office a variety of administrative duties.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Circuit Safeguarding Policy.

The following duties will be undertaken as part of the role outlined above:

* Ensuring the smooth running of meetings
* Taking minutes in church meetings
* To attend meetings of the Church Council and Leadership Team.
* To work alongside other members of the Church Council and Leadership Team in establishing and communicating a vision of growth in discipleship in all its dimensions.
* To prepare agendas, attendance lists, and papers for meetings of the Church Council, Leadership Team. and General Church Meeting.
* To prepare and distribute minutes from meetings of the Church Council, Leadership Team. and General Church Meeting.
* To keep lists of members of Church Council up to date and to consult with the Coordinator for Lay Leadership and Service on vacancies for key roles and posts.
* To prepare and distribute welcome pack and orientation material to all new officeholders.
* To update and produce the Church Directory in consultation with the Pastoral Secretary.
* Share pastoral concerns with the clergy and/or leader/s

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there should be no additional requirement to apply for a further DBS check.**

**Criminal record check**

The volunteer will need a satisfactory criminal record clearance certificate. Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church. The procedure for applying for a DBS is on the last page of this document.

**Training and support provided:**

* Volunteers may receive out of pocket expenses for additional responsibilities.
* Volunteers will receive support from their Line Manager as appropriate, such as being shown where the food and beverages are kept, where suitable cleaning up facilities are, and how to serve appropriately if required.

**Accompanying this job description, should be the following documents which all need to be completed and returned.**

**\* Volunteer agreement which should be completed, signed, and returned to the Church Safeguarding Officer**

**\* Safeguarding declaration form which should be completed, signed, and returned to the Church Safeguarding Officer**

**\*Church Safeguarding Policy which should be available in church**

**If your role requires you to have a DBS certificate, please follow this procedure: If your role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.