## Volunteer Role Outline – Church Property Steward

# Summary of possible volunteer responsibilities

* Obtain regular reports on the state of the local property and undertake/organise renovations and repairs as necessary.
* Conduct annual risk assessments, and liaise with Safeguarding Officer on these.
* To obtain a minimum of three quotes from different businesses when organising renovations and repairs.
* To organise renovations and repairs to church properties.
* After every quinquennial inspection consider the findings and recommendations of the inspectors and take any action required in consequence
* Prepare and consider the annual property schedules, both of accounts and investments and of the state of the property, and take any action required in consequence
* Consider such matters as the purchase, sale, extension or alteration of the property and take appropriate action
* Open and maintain a log book for retention of the annual schedules of property, quinquennial inspection reports and other relevant material, and periodically examine the log book and ensure that records are up to date
* Present an annual report on the local property to the Circuit Meeting and after every quinquennial inspection include in that report details of all action taken or to be taken by the Church Council to implement the recommendations of the inspectors.

**ADDITIONAL JOB DESCRIPTIONS MAYBE ISSUED BY YOUR CHURCH TO GIVE MORE PRESISE JOB ROLE REQUIREMENTS**.

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.

**Criminal record check**

The volunteer will **not** need a satisfactory criminal record clearance certificate.

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there may be a requirement to apply for a further DBS check.** **The procedure for applying for a DBS is on the last page of this document.**

**Level of commitment:**Commitment is varied and some times of the year more time will be required to complete the required schedules by the Methodist Church. A regular watch on the building should be maintained for any issues that need to be addressed and a thorough check should take place in Spring/Summer following the checklist provided.

<https://www.methodist.org.uk/media/10791/handbook-ov-new-to-property.pdf>

<https://view.officeapps.live.com/op/view.aspx?src=http://returns.methodist.org.uk/data/methodist/downloads/ChurchPropertyChecklist.doc>

**Training and support provided:**

* Volunteers may receive out of pocket expenses.
* There is information available on the Methodist website regarding this role including technical support. It is also advised to sign up for ‘Property Matters’ a Methodist magazine which can be downloaded and read online. Website addresses as follows:

**Useful Website Addresses**

<http://www.methodist.org.uk/ministers-and-office-holders/property/handbook/technical-information>

<https://www.methodist.org.uk/media/10791/handbook-ov-new-to-property.pdf>

<http://www.methodist.org.uk/ministers-and-office-holders/property>

**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.