## Volunteer Role Outline – Church Steward

The church stewards are corporately responsible with the presbyter or presbyteral probationer exercising pastoral responsibility in relation to the Local Church for giving leadership and help over the whole range of the church’s life and activity. They are particularly charged to hold together in unity the variety of concerns that are contained within the one ministry of the Church. To this end it is their responsibility to uphold and act upon the decisions and policies of the Church Council. In the discharge of their responsibilities they are encouraged wherever possible to draw other members with appropriate gifts and skills into a leadership team to be appointed by the Church Council.

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.

# Key Church Steward Responsibilities

* Being a member of the church council who meet 3-4 times per year
* Depending on the church, be part of a Church Leadership Team
* Senior Stewards attend the Circuit Meetings 3-4 times per year
* Member of the Pastoral Committee
* To uphold and act upon the decisions and policies of the church council
* Ensuring new policies made by Synod and the Church Council are communicated to the congregation

# Other Duties

* Contacting the visiting local preacher or minister before the service (this may differ if Worship leaders fulfil this duty)
* Welcoming the local preacher or Minister and pray with them before the service
* Collaborating with those who are also involved with the service ie: musicians, worship leader etc
* Being a welcome face to those visiting the church
* Keeping up to date with safeguarding matters
* Organising an alternative service if the appointed preacher does not turn up. (Appropriate information is available on the Methodist website)

# We are looking for people who have the following skills and attributes:

* Awareness of and commitment to the participation of everyone in the life of the church.
* Ability to organise yourself in order to manage your workload efficiently and to delegate tasks so as not to overburden one person
* Ability to establish positive and productive relationships with children and young people
* Ability to recognise and develop the gifts of others
* Have vision and good planning skills
* Be caring, supportive and mindful of other’s needs
* Willingness to undertake safeguarding training, Creating Safer Space- Foundation Module and events or training that inform and equip your ministry.
* Ability to self motivate and work in a team

**Criminal record check**

The volunteer will need a satisfactory criminal record clearance certificate (DBS). 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.

**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.**

**Level of commitment:**

A church steward is required to attend regular meetings as mentioned in key responsibilities.

**Training and support provided:**

* Volunteers are required to attend safeguarding training, Creating Safer Space- Foundation Module & Advanced Module
* Volunteers are strongly recommended to attend the Unconscious Bias training and the Equality, Diversity and Inclusion training.
* Volunteers may receive out of pocket expenses.

**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**

**This 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.