

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Baptism Secretary

Group: 3 Workforce (Child/Adult): Child

Volunteer Role Outline

Role information:	To prepare the church for a baptism, assist during the ceremony and maintain contact with the family.
Location:	Local Church
Responsible to:	The Presbyter.
Eligibility:	A confirmed member of The Methodist Church
Commitment:	Variable depending on the frequency of baptisms

Key volunteer activities

Prior to the baptism

- Fill in the certificate for the child/Adult
- Fill in the thank you card for each godparent/couple
- Make sure you have the book and the candle/candle holder
- Reserve the rows. Reservation cards are in the cupboard in the vestry.
- Fill the jug or font with warm water.
- Place the cards and candles on the Communion Table or give to Minister.
- Put spare books on the Communion Table ready if people need them.
- Greet the parents and godparents.
- Take parents and godparents to their seats.

After the baptismal service

- Say goodbye to the party.
- Empty the font.
- Fill out the baptism book after each service (kept in the safe in the vestry).
- Maintain contact where possible with Birthday cards and invitations.

At any time

Liaise with the Safeguarding Officer or Minister on any issues that may give cause for concern.

Personal Skills

- Good interpersonal skills

Boundaries

The Baptismal Secretary is not required to make home visits unless visiting with Minister

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. No DBS is required. Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

Training and support provided

- Volunteers are supported by the Minister
- Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
- Expenses for cards, candles etc can be applied for from the church treasurer.

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS:

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 GDPR