

## Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

### **Role: Appointed Church Council Member (Local Trustee)**

**Group: 2/3      Workforce (Child/Adult): None**

Note: A minimal of 3 Church Council Members should have a DBS certificate.  
It is good practice under Charity Commission guidance for all to be checked.

#### **Volunteer Role Outline**

**Role information**      An member of the local church appointed at a General Church Council to represent the church community. The Church Council has authority and oversight over the whole area of ministry of the local church, including the management of property. Church Council Members are the Trustees of the Church.

**Location:**              Local Church

**Responsible to:**      The Church Council and Presbyter

**Eligibility:**            A confirmed member of the Methodist Church

**Commitment:**        A minimum of two meetings per annum. Additional meetings and sub committees as appointed.

#### **Key volunteer activities**

As a member of the Church Council you will share in the responsibility of overseeing and leading the Church in:-

- The care of its members - including safeguarding children and adults who may be vulnerable
- Its outreach, especially to those on the community roll
- Planning its policy
- Its financial commitments
- The care of its property (including money) (SO 603)
- Attend regular Church Council meetings.
- Carry out the responsibilities and duties of the Church Council as laid down in the Minutes of Conference SO 600 – 607: <https://www.methodist.org.uk/for-churches/governance/cpd/>
- Be available to attend Committees/Task Groups as appropriate.
- Have an overview of all that is happening in the different Committees
- Help each Committee to have a perspective on the others.
- Be part of the minister's/Stewards/Leadership Team advisors to nominate members for election to the Church Council

## Personal Skills

- Ability to read, understand and assess reports and financial information
- Willing to accept the responsibilities of being a Trustee
- Willing to take collective responsibility for matters relating to the church community

## 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 and 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.

## Level of commitment:

Volunteers should be willing to attend at least two meetings a year. Maintain a knowledge and awareness of church life and assist in sub-committees and activities when required.

## Training and support provided:

- Volunteers are supported by other Church council members, the presbyter, Circuit Stewards representing other churches in the circuit
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation Modules
- Out of office expenses can be applied for.

## Appointment Period:

Volunteers are appointed annually and 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