

Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Church Council Secretary

Group: 4 Workforce (Child/Adult): None

Volunteer Role Outline

Role information	a member appointed as Church Secretary will maintain a list of people who under standing orders are members of the Church Council. Prepare agendas and produce minutes of each meeting.
Location:	Local Church
Responsible to:	The Presbyter
Eligibility:	No special requirement
Commitment:	To attend a minimum of two meetings per year and extraordinary meetings as required.

Key volunteer activities

To ensure that meetings of the Church Council are properly called

- Issue notices of meetings in writing and separate from Minutes which may be circulated at the same time.
- Try to ensure that members receive their written notice at least two weeks prior to the meeting.
- If yours is a small congregation where everyone forms the Church Council, you can give the notice by a pulpit announcement at least a week in advance.

To prepare the agenda for meetings of the Church Council

- Liaise with the Chairperson who will usually be the minister but from time to time may be another Church Council member appointed by the Superintendent.
- Receive regular written reports from the Committees or other groups.
- Copy these written reports to members of the Church Council prior to the meeting, when appropriate. (Reports from Committees do not need to be received at every meeting.)
- When appropriate invite people who have been requested to make a report about specific tasks to which they were appointed. (These might include Pastoral Visitors, Youth Workers, Home, Overseas.)

To minute the proceedings of the Church Council

- Record only the decisions made by the Church Council and include any significant points the members feel are essential to the minute, but not a word by word account.
- Keep records in a Minute Book for future reference.
- Ensure minutes are agreed by the Church Council and signed by the Chairperson.

To manage correspondence

- To correspond on behalf of the Church Council as directed
- In consultation with the minister to receive correspondence from different Connexional departments and bring it to the attention of the Church Council.

- Liaise and cooperate with those in the congregation who already receive information from Various Connexional departments to ensure information and business is brought to the attention of the Church Council.

To act as Secretary of the Congregational Meeting

- Record main points made in the review of the previous year and the suggestions made for future worship and witness.
- Record names of those elected to the Church Council.
- Record the ratification of the officials nominated by the minister.

To assist in good communication between the Church Council and the congregation

- Encourage the Church Council to inform the congregation regularly of any decisions made.
- Assist in the sharing of this information.
- Note questions or comments made by members of the congregation during Congregational Meetings and when Church Council decisions are being shared, and ensure they are brought to the attention of the Church Council.

Personal Skills

- Conversant with administrative processes and computer literate
- Discrete in handle confidential information including working knowledge of GDPR.

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.

Training and support provided:

- Volunteers are supported before, during and after the sessions by Presbyter
- Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module
- Out of office expenses can be applied for.

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: