

Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: House Group Leader

Group: 3/2 Workforce (Child/Adult): Adult & Child

Volunteer Role Outline

Role information: A person appointed by the Church Council to nurture the Christian faith and fellowship in their appointed group.

Location: Local Church

Responsible to: The Minister

Eligibility: A confirmed member of The Methodist Church over 18 years of age

Commitment: To attend Pastoral Committee or/and Church House group meetings at least once a year. To maintain contact with those in their group.

Key volunteer activities

In general:

- To be rooted in the worship life of the local church
- To attend pastoral visitor training
- Giving notice of your availability to the designated Group or other responsible person.
- Attending preparation meetings to plan the term's programme;
- Preparing your activity(ies) and organising materials and equipment;
- Setting up (or helping to set up) the venue, including simple refreshments;
- Develop good working relationships with families
- Leading or supporting the activity(ies), encouraging active participation of all;

Personal Skills

- Good interpersonal skills
- An empathetic approach to personal and faith issues
- Discrete and able to maintain confidence
- A willingness to work as part of a team and foster an environment of participation

Boundaries

- To be aware of the circuit policy on confidentiality and act appropriately
- To keep the Safeguarding Officer informed if there are safeguarding concerns

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 **may** need a satisfactory criminal record clearance certificate (DBS) depending on who is part of the group. 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 and Church Council
- Local and Circuit training courses
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and Advance Module renewable every four years.
- Out of office expenses can be applied for, for resources such as books.

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