

## Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

### Role: Sunday (only) Steward

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

#### Volunteer Role Outline

<b>Role information:</b>	A Sunday Steward works under the direction of a Church Steward to assist in the smooth running of a service.
<b>Location:</b>	Local Church
<b>Responsible to:</b>	Church Stewards
<b>Eligibility:</b>	A confirmed member of The Methodist Church
<b>Commitment:</b>	On a team rota basis agreed in advance

#### Key volunteer activities

##### Before services

- Arrive thirty minutes before service.
- Put up Hymn Numbers
- Ensure Pew Bibles are available (if required)
- Provide water for Minister
- Place Collection plate on table
- Light candles 5 minutes before service (if required)
- Arrange chairs for pre-service prayers
- Welcome congregation as arrive into church.

##### In service

- Count, classify and record attendance
- Assist with communion, if required

##### After Services

- Extinguish candles – as necessary
- Remove hymn numbers

**At all times**

- Assist with emergency evacuation of the building under the direction of the duty Steward

**Personal Skills**

- Good interpersonal skills
- A willingness to work as part of a team

**Boundaries**

Sunday Stewards should not undertake pastoral roles or sacrament commitments of Church Stewards

**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. DBS not required

**Training and support provided**

- Volunteers are supported by the Minister and Church Stewards
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation every four years.

**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: .....