

**VOLUNTEER AGREEMENT – INCLUDING ROLE OUTLINE**

Church Councils must agree the duties and conditions with each volunteer. Complete this form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

To be completed on behalf of the church council (or other appointing body) with the volunteer

Church:		<p>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</p> <p>Church stewards are corporately responsible with the minister or probationer exercising pastoral responsibility in relation to the Local Church for giving leadership and help over the whole range of the church's life and activity.</p> <p>They have a key role in enabling worship that expresses the kingdom values of grace, love and unity.</p> <p>The following duties will be undertaken as part of the role outlined above:</p> <p>Attending official church meetings. These include the Circuit Meeting, the Church Council, the General Church Meeting and the Pastoral Committee.</p> <p>Support the minister/probationer by enabling Church Council decisions to be upheld and acted upon</p> <p>Keeping up to date with safeguarding matters.</p> <p>Sharing any pastoral concerns with the Minister, pastoral co-ordinator or safeguarding contact.</p> <p><b>Duties of Vestry Steward</b></p> <p>Welcome visitors to Church for worship.</p> <p>show people where to sit, if appropriate</p>
Circuit:	West Durham Methodists	
Name of Worker:		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Church Steward including duties of Vestry Steward and Door Steward.		
Location of Meeting:		
Day and Time:		
Frequency:		
Age range of Children and Young People under 18/description of vulnerabilities		

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):
Church Council
The appointing body to whom the group is responsible (e.g. Church Council)
Church Council

What training is needed or planned this year
Induction Warmly invited to attend Foundation Safeguarding module

When is the training to take place (usually within a year)
Induction upon appointment

Who is responsible for arranging the training? (ensuring it takes place)
Church Council

Date/month when this role description is to be reviewed (i.e. toward the middle and end of a probationary period and then annually)
6 months

Hand out information for the service i.e. notices or hymn books, where appropriate
Ensure that the stewards or Minister* are aware when someone new attends. Share pastoral concerns with the Minister* and/or pastoral leader/s
<b>Duties of Door Steward</b>
Welcome visitors to Church for worship. Show people where to sit, if appropriate
Hand out information for the service i.e. notices or hymn books, where appropriate
Ensure that the stewards or Minister* are aware when someone new attends.
Notify safeguarding issues to the Safeguarding Officer or Minister*
<b>A DBS is not required for this role</b>
<b><i>A Confidential declaration form must be completed</i></b>
<b><i>A Key Holder form must be completed if keys are issued</i></b>
<b>TRAINING AND REVIEW PLANNING</b>
What training is now required? (e.g. Core Training, Spectrum, Creating Safer Space, Vulnerable Adults)
Further Training (please give details)
Contact your District Safeguarding Officer or DMLN Contact for details of training opportunities. Your minister or circuit steward will be able to provide their contact details.

Signed: [on behalf of the Church Council/other appointing body]	Date:
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To be completed by the worker

I have understood the nature of the work I am to do. I have read the guidelines produced by the Church for safeguarding children and young people/vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: All information will be held in accordance with current data protection legislation. Form A – Part 1 Registration form and Confidential Declaration must also be completed.