

The Well @ Midway - The Stream Digital Church



Safer Recruitment - Role Outline

Role Title:	Worship Space Steward
Church/Circuit:	The Stream Digital Church, ESSD Circuit
Workforce:	None

Worship Space Stewards are responsible for hosting the “technical running” of worship services using Zoom. They are responsible for opening the online meeting, admitting people to the service from the waiting room, screen sharing PPTs, videos etc for the worship leader and monitoring the participants of the worship e.g. muting microphones, stopping videos, etc.

PART 1

The following duties will be undertaken as part of the role outlined above.

All roles within the life of the Church carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the Church Safeguarding policy.

- Liaise with the appointed preacher/worship leader in the week prior to the service what technical support they will require for the service e.g. sharing of videos, PPT etc.
- Preparing PPT or other resources as required for service.
- Using the provided Zoom account details, login 15 minutes before the scheduled start time of the worship to start the meeting and welcome those who attend.
- Admit people to worship space from the waiting room
- Welcome preacher and give out notices as required.
- Give details of how online giving and offerings can be made.
- Advise that the worship will be recorded – asking people to turn off their cameras if they do not wish to be recorded.

- Record and upload the worship service following training given. Ensuring that Communion or private conversations are not included in the recording which is uploaded to the YouTube channel.
- Monitoring the online space throughout the worship – muting microphones, stopping videos, removing to the waiting room participants if necessary.
- Work closely with Safeguarding team to ensure services comply with safeguarding procedures so all children and vulnerable adults are safe.
- Encourage the congregation to speak well of one another and the minister
- Attend training and stewards meetings

PART 2

- **Accountability:**

Who is the role directly accountable to for day-to-day purposes:

Church Council and Minister appointed to Digital Church project

If the above person is not available (sickness/leave):

Superintendent Minister

Appointment Period

Volunteers' appointment is for three years with an additional three years on reappointment. 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.

Boundaries

In carrying out their role of day-to-day activities Worship Space Stewards must be mindful of not assuming responsibilities proper to the Church Council. Where immediacy requires an instant decision then this should be referred back to the Church Council either on the next occasion or on an extraordinary gathering of the Council.

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.

- **Criminal record check (DBS)**

None

A confidential self-declaration should be completed for all roles even if no DBS check is required.

<https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/>

- Lone working considerations

Will a lone worker risk assessment needed for this role or do specific issues need to be addressed: **YES**

This job description is approved by

Signed Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed Date.....
(Applicant)

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 the Data Protection Act 1998