

The Well @ Midway - The Stream Digital Church



Safer Recruitment - Role Outline

Role Title:	Church Leadership Team Member
Church/Circuit:	The Stream Digital Church, ESSD Circuit
Workforce:	Both – Children and Vulnerable Adult

Church Leadership Team (Church Council) members are corporately responsible with the minister or probationer exercising pastoral responsibility in relation to the Church for giving leadership and help over the whole range of the Church's life and activity. They have a key role in enabling worship that expresses the Kingdom values of grace, love and unity.

They will function as part of the Church Council being responsible as a Managing Trustee for the life of the Digital Church. Only active Methodist Church members will be eligible to sit on the Church Leadership team (Church Council)

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.

- To attend official church meetings. These include the Circuit Meeting, the Church Council, the General Church meeting and the Digital Ministry Resources group and deal with the business of the meetings in a responsible manner.
- To ensure that policies and procedures are in fore to cover legal responsibilities to which the Church has to adhere eg. Health and Safety and Safeguarding of Children, Young People and Vulnerable Adults.
- To ensure that arrangements are in place to provide pastoral care of Church members.
- To look to ways of developing outreach and mission using digital resources.

- Support the minister/probationer by enabling Church Council decisions to be upheld and acted upon.
- Attend Safeguarding Training and promote a positive safeguarding culture within the life of the Church.
- Sharing pastoral concerns with the Minister or Safeguarding Contact.

PART 2

- **Accountability:**

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

The role will be accountable to The Methodist Church Council.
Elected members of Church Council are elected by the Annual General Church Meeting.

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 Church Council Members 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)**

A minimum of 4 people sitting on the Church Leadership team (Church Council) must have a DBS check, although this can be in respect of another responsibility.

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: **No**

This role 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