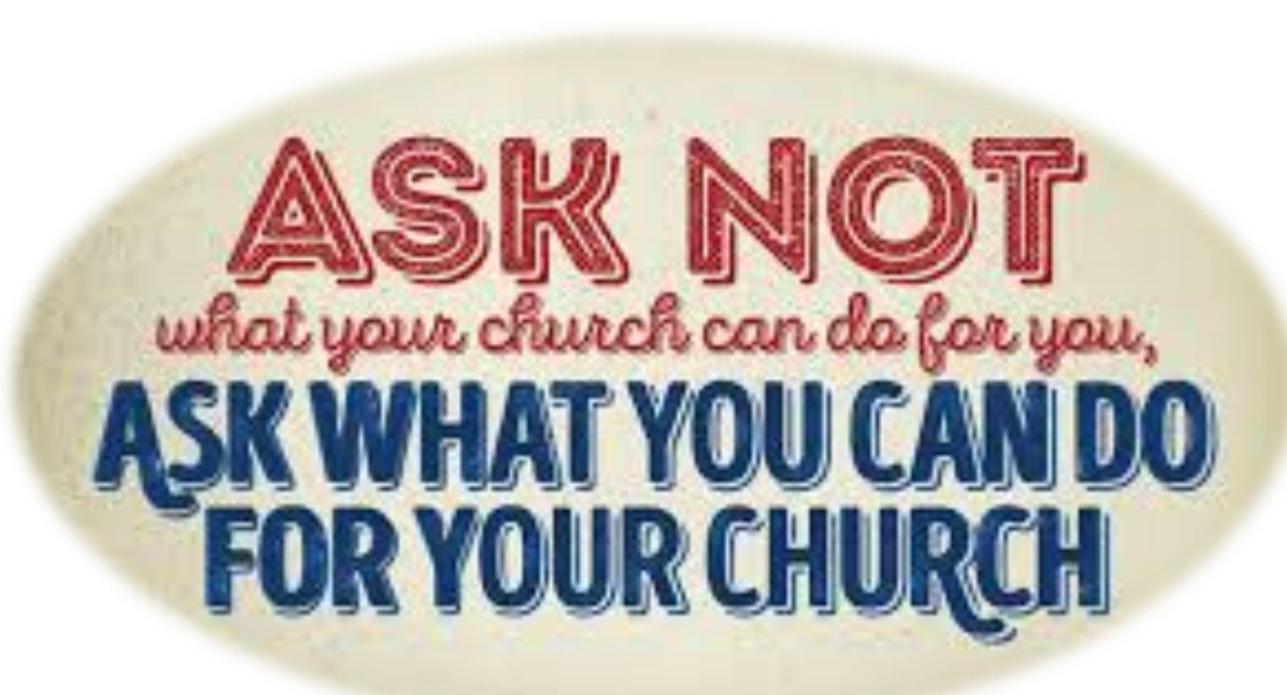


# Tingley Methodist Church



## Volunteer Roles in the Church

February 2026

## Introduction

There are a growing number of teams, groups and individual roles which are responsible for the day to day running of Tingley Methodist Church and the wide range of activities and events that take place here throughout every week.

**The truth, as it always has been, is that without volunteers our church would just be a building on Westerton Road where nothing really happens.**

This pack provides information about the range of opportunities to get involved as a volunteer at Tingley Methodist Church, and we hope that by reading it you might feel encouraged to come forward and ensure that the Church continues to be a place of faith and service in our community.

## Support for volunteers

The Methodist Church is committed to ensuring that the Church and its activities are carried out safely and that those who are involved in all volunteer roles are provided with the appropriate support.

For this reason, all volunteers, whatever their role, will be given oversight of the role they are undertaking from the point they express interest in volunteering, and will continue to be supported throughout their time in the role.

## Safeguarding

Tingley Methodist Church is committed to safeguarding as an integral part of its life and ministry. Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- promote the welfare of children, young people and adults
- work to prevent abuse from occurring
- seek to protect and respond well to those that have been abused

Tingley Methodist Church wants all individuals in paid and volunteer roles to be aware of and adhere to the Church Safeguarding policies and procedures. This includes reporting any safeguarding concerns or actual abuse immediately to either the Minister or one of the Safeguarding Officers.

The best way to get to know more about Safeguarding in the Church is to attend one of the short training sessions which you can do by asking one of the Safeguarding Officers to book you a place.

### **Our Safeguarding Officers are:**

Victoria Pratt: 07981 557029

Lindsey Towler: 07974 691798

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**The next section of this guide provides a brief description for each of the many and varied volunteer roles at Tingley Methodist Church.**

**Please consider these prayerfully and speak to the Minister or any of the Church Stewards if you feel called by God to take on any of these roles.**

# **Volunteer to be part of a Team**

## **1. The Church Council**

### **Purpose**

The Church Council is the governing body of the local church. Its members share the responsibility of overseeing and leading the church in its various functions, including providing leadership in areas such as mission, outreach, and the overall direction of the church. Church Council members hold the position of managing trustees, which carries legal responsibilities.

### **Membership**

Membership consists of the minister; church stewards; treasurer; secretary of the Pastoral Committee; the secretary of the church council; representatives elected by the General Church Meeting; additional persons appointed to ensure that all areas of the church's life are adequately represented; one circuit steward.

### **Responsibilities**

- Pastoral Care of the church's members, ensuring their spiritual and emotional well-being
- Developing and implementing strategies for outreach to the local community
- Approving the church's policies, ensuring they align with Methodist doctrines and principles
- Managing the church's financial commitments, including budgeting, managing donations, and ensuring financial stability
- Care and maintenance of church property, including buildings and grounds.
- Ensuring compliance with relevant laws and regulations, particularly regarding safeguarding.
- Working in cooperation with the Minister that has pastoral oversight of that local Church.

### **Meetings**

- Meetings are held every three months
- Meetings are conducted in accordance with Methodist Church procedures and good practice
- Meetings will open and close with prayers for the church and its leadership
- Members should contribute to discussions and decision-making, undertake assigned tasks and responsibilities, maintain confidentiality as appropriate
- Quorum: At least 7 members are required to hold a valid meeting
- Decisions shall be made by consensus whenever possible; in the event of a vote, decisions shall be made by a simple majority. In the event of a tied vote, the Chair of the meeting will have the deciding vote.

## **2. The Leadership Team**

### **Purpose**

The Leadership provides guidance to the Church Council, supports the minister and manages some of the day-to-day activities around the Church.

### **Membership**

Membership consists of Church Stewards; Safeguarding Officers; Treasurer; other key roles within the Church.

### **Responsibilities**

- Update the Church Directory in consultation with the other parties
- Support the Worship Contact around requests for the circuit plan
- Support the Safeguarding Officers in all matters
- Support the Church Booking Officer in letting the building
- Define, review and live the Church Mission Statement
- Support the groups that exist in the Church
- Support the Utilities/Services admin role where appropriate
- Support in matters of local community outreach
- Support wider Church projects
- Discuss recent events, reviewing them to ensure that future events follow best practice
- Encourage new Church activities and provide support to such groups
- Ensure the smooth running of the Church
- Support the creation of Church policies and other items as required by the Methodist Church
- Provide reports to the Church Council, along with any recommendations
- To keep the wayside pulpit information current with posters, special services etc. and to change details when we have a change of Minister

### **Meetings**

- Meetings are held every two months
- Meetings are conducted in accordance with Methodist Church procedures and good practice
- Meetings will open and close with prayers for the church and its leadership
- Members should contribute to discussions and decision-making, undertake assigned tasks and responsibilities, maintain confidentiality as appropriate
- At least half of the team members are required to hold a valid meeting
- Decisions shall be made by consensus whenever possible; in the event of a vote, decisions shall be made by a simple majority

### **3. The Buildings and Property Team**

#### **Purpose**

The Building and Property Team is responsible for supporting the Church to fulfil its calling through the physical resource of the Church. It focuses on the practicalities to allow the Church to fulfil mission and ministry. It ensures that the buildings are safe, secure, warm and generally in good working order.

#### **Membership**

Membership consists of volunteers from the Church

#### **Responsibilities**

- Regular reporting on the condition of all the property
- Facilitating any repairs, with the required consent.
- Prepare and submit the Annual Property Schedules
- Support and review the Quinquennial inspection and make an action plan to resolve the items raised there.
- Maintain a log book of repairs
- Present a report to Church Council on the status of the property
- Ensure all inspections, both annual and longer interval, along with appropriate servicing is carried out
- Support policies and procedures required by the Methodist Church e.g. Fire, Risk, Health and Safety, Accessibility
- Support all aspects of the Church property, including alterations, extension

#### **Meetings**

- Meetings are held approximately every 3 months, with 4 meetings per year
- Meetings are conducted in accordance with Methodist Church procedures and good practice
- Meetings will open and close with prayers for the church and the team
- Members should contribute to discussions and decision-making, undertake assigned tasks and responsibilities, maintain confidentiality as appropriate
- Quorum: At least half of the team members are required to hold a valid meeting
- Decisions shall be made by consensus whenever possible; in the event of a vote, decisions shall be made by a simple majority

## **4. The Social and Fundraising Team**

### **Purpose**

The Social and Fundraising Team plans social and fundraising events that are held throughout the year. To engage it outreach with the local community and organisations using our premises.

### **Membership**

Membership consists of church members and adherents.

### **Responsibilities**

- To plan and organise events held in addition to church services and to encourage members of the community to join us.

### **Meetings**

- Meetings are held four times a year.
- Meetings are conducted in accordance with Methodist Church procedures and good practice
- Members should contribute to discussions and decision-making, undertake assigned tasks and responsibilities, maintain confidentiality as appropriate
- Quorum: four members of the committee are required to hold a valid meeting
- Decisions shall be made by consensus whenever possible; in the event of a vote, decisions shall be made by a simple majority

## **5. The Pastoral Team**

### **Purpose**

The purpose of the Pastoral Team is to enable everyone whom it serves to feel valued as part of a caring and supportive church family

### **Membership**

Membership consists of the Minister, the Pastoral Secretary, and Pastoral Visitors.

### **Responsibilities**

- To organize the members and adherents into pastoral groups and allocate visitors
- To provide appropriate support and training for all those involved in pastoral care and develop strategies for the work.
- To meet a minimum of twice a year

### **Meetings**

- Meetings are held every 3 months
- Meetings are conducted in accordance with Methodist Church procedures and good practice
- Meetings will open and close with prayers for the church and its leadership

## **Volunteer in an individual role**

### **1. Church Steward**

Church Stewards are appointed annually by the General Church Meeting and are responsible, along with the minister, for giving leadership and help over the whole range of the Church's life and activity. Church Stewards are managing trustees for Tingley Methodist Church and should attend the General Church Meeting, Church Council and Leadership Team meetings.

A DBS certificate is required for this role and Church Stewards should complete Foundation Safeguarding training within 6 months of taking up the post.

#### **Main responsibilities include:**

- Ensuring that all services and engagements listed on the circuit plan take place including 'Own Arrangement' services
- Leading worship if the minister or local preacher planned does not attend
- Preparing and distributing church notices
- To oversee the collection and administration of all public collections.
- To oversee the necessary arrangements for the sacrament of baptism.
- Perform the October count
- Ensuring expenses are covered for the travel of preachers, and hospitality offered if they have travelled a long distance

#### **Responsibilities at services:**

- Arrive in good time and ensure that the Church grounds are safe and clear of any hazards
- Ensure the Church and the Church Hall are unlocked and that lights are switched on
- Put hymn numbers and readings on boards in Church
- Switch on and test all microphones
- Put fresh water and a clean glass in the pulpit
- Welcome the preacher and check whether they need anything.
- Inform the preacher of any particular circumstances of which they need to be aware (including prayer book)
- Pray with the preacher in the vestry prior to the service and accompany them into church
- Introduce the preacher and read any additional notices
- Be aware of, and respond to, anything the preacher may need
- Be aware of, and respond to, anything that may impact the congregation e.g. Fire
- Count all money and cheques received and record in the Collection book and Gift Aid folder
- Ensure money is given to either Banking Admin or locked in the safe.
- Take down and put away the hymn numbers and readings
- To remove the glass and water jug from the pulpit and wash them
- Switch off microphone, including any roving microphones
- Switch off lights
- Ensure that the Church is left tidy, lights are switched off, and doors are locked and secured
- Ensure that the Hall is locked, and tables and chairs stored away safely, after the refreshments
- Report any issues observed to the relevant team e.g. pastoral, leadership, property

## **2. Church Treasurer**

Church Treasurers are appointed for a period of 12 months by the General Church Meeting to be responsible for receiving all money raised on behalf of the Church and to meet all financial obligations as directed by the Church Council. The Treasurer is responsible for reporting on all financial matters to the Church Council.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

### **Main responsibilities include:**

- To meet the financial obligations of the Church on behalf of the Church Council
- To receive all collections, gifts, donations, subscriptions and other moneys raised for the general church fund, the benevolence fund or the model trust fund and any money arising for such other accounts as the Church Council may direct
- Record and account for weekly offerings that are paid by cash or Standing Order
- Ensure income from outside lettings is received as reported by the Church Bookings Secretary
- To ensure all the Church organisations submit their accounts for annual audit and collate these into the Church accounts
- To prepare and monitor budgets for the work of the Church including advising on the Reserves Policy
- To maintain accurate Church Accounts and prepare the end of year financial accounts in September, submitting these for audit and present to Autumn Church Council for approval
- To receive and action any issues raised by the annual audit of accounts.
- To attend Church Council and present a statement of all such funds (and also to any committees the Council may direct)
- To prepare and have countersigned cheques for payment of goods and services provided to the church
- To work with the Gift Aid coordinator to allow claiming back of tax on gifts.
- To ensure the quarterly assessment payment is made
- To pay all bills e.g. utilities, insurance and general running expenses
- Plan and prepare an annual budget for the Church, where appropriate
- To support grant applications when necessary
- To attend the Circuit meetings as a representative of the Church
- To file the accounting information/books/invoices /cheques & paying in stubs away for retention for 6 years, preferably on Church premises in a fire-proof cabinet

### **3. Church Council Secretary**

The Church Council secretary is appointed for a period of 12 months by the General Church Meeting to deliver administrative support to the Minister, Church Leadership Team and Church Council.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

#### **Main responsibilities include:**

- To ensure that Church council meetings, or general church meetings are properly called, giving at least 2 weeks' notice
- To support the minister, in preparing agendas, attendance lists, and papers for church council meetings, or general church meeting
- To attend, take and produce minutes of any church council meetings, or general church meeting, in line with local practice, detailing key decisions and items, a word for word account is not required
- To distribute and file copies of the minutes (members, display board, circuit office)
- Ensuring minutes of previous meetings are approved by the next Church Council meeting and signed by the Chairperson
- To provide a communication answering service for the church and its officers, referring matters as appropriate
- Receiving correspondence on behalf of the Church Council and corresponding on behalf of the Church Council as directed
- To provide a general administrative support to the Minister, Leadership Team and Church Council
- To hold a list of Church Council membership
- To hold a mailing list to distribute church/circuit information e.g. monthly notices, Connect, written services etc
- Comply with all GDPR requirements
- To complete annual returns and forms as required

### **4. Safeguarding Officer**

Safeguarding Officers are appointed for a period of 12 months by the Church Council to promote best practice and to help create a positive Church culture in relation to safeguarding, in cooperation with the Minister in Pastoral Charge, Church Council and Church Stewards.

A DBS Certificate is required for this role and Safeguarding Officers must complete Advanced Safeguarding training (renewable every 4 years)

#### **Main responsibilities include:**

- To be a point of contact for Church safeguarding issues
- To support and advise the Minister, Stewards and Church Council in fulfilling their safeguarding roles
- To ensure that the Church maintains, and Church Council annually reviews, a safeguarding policy which is consistent with the Methodist Church
- To ensure the safeguarding policy is available at all times, along with the names of the safeguarding contacts, helplines and other information.

- To ensure safeguarding is on the agenda for every Church Council meeting.
- Identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the Circuit Safeguarding Officer and District Safeguarding Officer to arrange training.
- To ensure that all church officer holders are aware of their duty or responsibility and systems when dealing with sex offenders, in keeping with standing orders.
- To ensure that any incidents or allegations are documented, referred and followed up as necessary, including liaison with the Circuit and District Safeguarding Officers
- To ensure that systems have been established where appropriate for “those deemed to pose a risk to vulnerable groups” in keeping with standing orders
- To ensure that all church office holders complete safeguarding forms and, where necessary, DBS vetting procedures before appointment
- To maintain a record of all DBS checks undertaken and to ensure that workers with children and adults at risk of harm reapply for DBS checks every five years
- To ensure that all safeguarding forms, records of safeguarding concerns and of attendance at training events are kept securely
- To ensure that copies of Safeguarding policies are available to all workers with children and adults at risk of harm
- To ensure that workers with children and adults at risk of harm receive support and supervision and that their roles are reviewed regularly
- To liaise with the Circuit and District Safeguarding Officers to seek advice on safeguarding issues.
- To attend circuit safeguarding meetings and support the annual safeguarding audit, as required by the District
- Work in partnership with the Church booking secretary to promote good safeguarding practice for all user groups, on church premises. This may include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.

## 5. Pastoral Secretary

The Pastoral Secretary is appointed for a period of 12 months by the General Church Meeting to support Pastoral visitors in the pastoral care of all those whose names are on the community role of the church.

A DBS certificate is required for this role and Church Stewards should complete Foundation Safeguarding training within 6 months of taking up the post.

### Main responsibilities include:

- Convene regular meetings of all Pastoral Visitors and the Minister
- Keep an up-to-date list of all members and adherents
- Liaise with Minister regarding pastoral issues
- Attend Church Council meetings & report membership numbers and any issues
- To act as central point for support for all pastoral visitors
- Pass on any safeguarding concerns to the church Safeguarding Officer and/or the Minister

- Work with the minister to create and manage the Class Lists and co-ordinate the lists of who is being supported by which pastoral visitor

## 6. Pastoral Visitor

Pastoral visitors are appointed by the Church to share in the pastoral care of all those whose names are on the community role of the church.

A DBS certificate is required for this role and Church Stewards should complete Foundation Safeguarding training within 6 months of taking up the post.

**Main responsibilities include:**

- To exercise pastoral care over those committed to their charge
- To visit, meet, or make contact with those on their pastoral list regularly
- To offer conversation, listening and build relationships
- To encourage members to fulfil their commitments as set out on the ticket of membership and where appropriate to encourage others to consider membership
- To liaise with the minister and Pastoral Secretary regarding any particular needs
- To pray regularly for those on their pastoral list
- To be a member of the church Pastoral Team

In most cases, the pastoral care role is to offer support, friendship and encouragement, as described above. Should you find yourself in a position where you are asked to be involved in a level of care that goes beyond the above description you should discuss this with your minister or safeguarding officer before commencing. If a situation arises in an emergency, you should make a note of what has taken place and raise it with the minister or safeguarding officer as soon as possible thereafter.

## 7. Property Steward

Property Stewards are appointed by the Church Council to ensure that the physical resources of the Church are in good working order.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

**Main responsibilities include:**

- Attend Building and Property Team meetings
- Representing the Building and Property Team on the Church Council
- Reporting on the condition of the Church property and make recommendations, to the Church Council as required
- Facilitate repairs, ensuring proper consent is given (The Building and Property Team have been given authority from Church Council to action repairs and purchases up to a set value, Church Council approval is required for items above this amount)
- To ensure that repairs happen when the building is empty, if this is not possible, to provide as much notice to the Church Bookings Secretary and Leadership Team
- Submit the annual property schedules via the Methodist Church online website
- Support and review a Quinquennial inspection, make an action plan for recommendations. Note: Circuit will arrange every 5 years and cover the cost of the inspection
- Ensure that required inspections are carried out, electrical, gas, asbestos, PAT testing, etc

- Support the Methodist Church to hit its property goals, e.g. Net Zero by 2030

More Information can be found on the Methodist Church website about the role of Property Steward <https://www.methodist.org.uk/for-churches/property/> and there is also a Property Steward Handbook available on the website <https://www.methodist.org.uk/for-churches/equipping-circuits/offices-and-roles/property-stewards/>

## 8. Utilities and Services Coordinator

This role helps to support the Church that key utilities and services are available, regularly reviewed following best practice. This includes but is not limited to photocopier hire and usage, utility suppliers (Gas, Electricity, Water), insurance (usually through Methodist insurance), internet and website, entertainment licenses, other subscriptions, cleaning supplies and equipment.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

### Main responsibilities:

- Keep up to date records of the current contract, costs, expiry dates
- Provide report to Church Council if requested
- Provide a recommendation to Church Council/Leadership Team for any renewal
- Inform the Treasurer of any changes to payments
- Be the contact point for any correspondence from the supplier, this could be different from billing address
- Work with the Treasurer to set up new payment methods
- Review the costing at renewal and perform due diligence in any renewal process

## 9. Church Bookings Secretary

The Church Booking Secretary is appointed for a period of 12 months by the General Church Meeting to be responsible for the hiring of the church premises, acting as the main point of contact and ensuring that all relevant paperwork is prepared.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

### Main responsibilities:

- Ensure that the latest Methodist Church Room Hire Agreement document is used for all groups that use the building.
- Ensure that all paperwork is signed by all parties prior to any use of the building
- Review annually the hire agreement, update where needed and re-sign.
- Agree annual price increases with the Leadership Team and get approval from Church Council
- Maintain Church Bookings Diary.
- Use the dedicated email [tingleymc.lettings@gmail.com](mailto:tingleymc.lettings@gmail.com) to manage bookings
- Liaise with the Property team to ensure heat is on, if needed, and that any repairs are managed accordingly.
- Produce Invoices to the hirers of rooms at appropriate times e.g. monthly for regular lettings
- Provide a monthly summary of invoice to the Church Treasurer to ensure payments are made.

- Responsibility for appointing a member of the Church to open up and to close the church premises with each hire, or to provide a key for regular users, ensuring the key holder paperwork is completed.
- Report any concerns with the Room Hire process and bring to the attention of the Leadership team.
- Maintain clear records at all times and report to Church Council
- Responsibility for the safe-keeping of all church booking-related documents held on their own property. This includes adherence to the requirements of the Data Protection Act and GDPR
- Conduct show-rounds of the Church premises and discuss Safeguarding and Health and Safety issues with those planning to hire the premises
- Maintaining a list of current key holders (ensuring the appropriate form D has been signed in each case)
- The sharing of pastoral concerns with the Leadership Team or Minister
- Work with Social Media team to publicise the availability of rooms as per Leadership team agreement
- Be happy that contact details for your role are in the public domain (e.g. Phone number or Church bookings email)
- Produce a room hire timetable, and display, to let others know the use of the building.
- Keep a user's group email for easy contact, ensuring GDPR practices are followed.

## **10. Worship Leaders**

Worship leaders are called of God, to be worthy in character and to assist in leading God's people in worship. Worship Leaders must complete appropriate training and assessment arranged by the Circuit and/or District.

An appropriate DBS Certificate is required for this role and renewed every 5 years. Advanced safeguarding training is required for this role (renewable every 4 years).

### **Main responsibilities include:**

- To help lead worship with knowledge, conviction and competence
- to help lead worship in accordance with our doctrines (the term 'our doctrines' refers to those truths of salvation which are set forth in the Methodist doctrinal standards);
- to be available to help lead worship at times and places agreed with the Superintendent
- To continue to develop in knowledge, conviction and competence
- To attend a class, house group or similar fellowship group if possible
- Regularly to attend public worship in their Local Church, normally a Methodist church or an approved local ecumenical partnership, and to receive the Sacrament of the Lord's Supper.
- Shall share in the leadership of worship in accordance with the arrangements made by the Church Council

Appointment as a worship leader is subject to triennial review by the Local Preachers' Meeting. Upon receiving report of a satisfactory review, the Church Council may then appoint the Worship Leader for a further three years.

## **11. Worship Contact**

The Worship Contact acts as a bridge between the Church and the ministers/local preachers, it involves making contact with that person to confirm details about the Church and any specific local arrangements and then passing that information on to the steward, welcome team, organist, communion steward, junior Church leader etc on duty to ensure a smooth running of the service. The person will also act as a contact between the Church and the Circuit during plan making, to raise any special requests.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

### **Main responsibilities include:**

- Ensure that any special requests, for preachers, types of services etc are passed to the circuit in good time for plan making. This information is usually available from the Leadership team
- Reach out to the preacher prior to the service, in a timely manner, and to pass over any details about the Church, if required, e.g. available resources, Junior Church, etc
- To receive an order of service and pass over any details that the preacher shares to the correct people e.g. Hymns to the organist, requests for readers to Welcome Team etc
- To be a representative for the Church, for preachers and at the Circuit level
- Support the creation/update of the circuit resources informing those leading a service about the facilities available

## **12. Organist**

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

### **Main responsibilities include:**

- To prepare and perform music appropriate for public worship
- Where possible, prepare and perform appropriate music, for occasional services
- To contribute to the team planning worship throughout the Connexional year using appropriate material
- To arrange regular tuning of the organ and or piano through the church property steward and report problems or arrange repairs through the property team
- To advise the minister or church steward should you be unavailable for any services

## **13. Communion Stewards**

Communion stewards are appointed for a period of 12 months by the General Church Meeting to make proper provision for the celebration of the Lord's Supper.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

### **Main responsibilities include:**

- To make provision for the proper celebration of the sacrament of the Lord's Supper
- Ensure that there is enough bread and wine, including a gluten free offering, available for distribution
- Prepare the communion table, with all elements required, and cover with a white cloth

- To prepare the area for communion, making sure that obstacles are removed and everything is in place
- To direct the approach of communicants to the Lord's Table in an orderly and expeditious manner

## 14. Junior Church Leaders

Junior Church Leaders help to develop and nurture young people to share their faith confidently and become part of the wider church family.

An appropriate DBS is required for this role (to be renewed every 5 years). Advanced Safeguarding training is required for this role (to be renewed every 4 years)

### Main responsibilities:

- To provide learning experiences which enable children and young people to have an understanding of the Bible and Christian faith
- To contribute to the team planning for the group throughout the Connexional year using appropriate material
- To prepare and deliver activities appropriate for the age group.
- To maintain appropriate pastoral care links to the family and child/children
- To take responsibility for the safety and care of the children in a safe environment on or off the premises according to Church Safeguarding policies. This may include a response to a range of care needs including assistance with toileting in the absence of a parent or carer
- Keep a register of those attending each week (keep for 75 years)
- Ensure that GDPR regulations are adhered to.
- Before the session, to check that the area and equipment to be used is safe and fit for purpose. To report any issues with this to the property team
- Help the children to understand and follow any fire evacuation procedure
- Ensure that the area and equipment used is cleared/ put away at the end of the session
- Ensure that children are returned to an appropriate adult at the end of the session
- To liaise with the preacher where appropriate
- To, create a rota, for who is on duty each week
- Setting up (or helping to set up) the venue

## 15. Church Notice Coordinators

Our Church Notices provide a key way to share information on upcoming events, and general information to the Church and the local community.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

### Main responsibilities include:

- To receive notices, on a monthly basis, from all members of the congregation, local community and circuit
- To add information about preachers, service times etc from the plan
- To add Church contact details, address, website etc
- To produce a suitable document that can be printed, emailed etc

- To pass over Church Notices to the Church Council Secretary for distribution via email to subscribed members
- To pass over Church Notices to the social media contacts
- To ensure that printed copies are available for members who do not have email. (Note: There is photocopying facilities at Church, you may need a key to access, if you do enter the building alone you will need to follow the Lone Worker policy)

## **16. Sunday Morning Welcome Team Members**

Welcome Team members greet members and visitors to church services (including special services), providing direction, responding to requests for information, offering general support and to be the friendly face of the Church.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

**Main responsibilities include:**

- Working as part of a team (of at least two people, including a Church Steward) to ensure the Church is well presented and welcoming.
- Support the Steward on duty. (This may include displaying hymns, bible readings, introit, etc)
- To welcome all members and visitors and respond appropriately to their individual needs
- To pass on any issues to the minister and or Pastoral Secretary (Sheila Postle)
- To supply books and materials as necessary
- To ensure the Church is left in a good state, with everything back in place, switched off, internal doors open, front door bolted etc

## **17. Sunday morning Tea & Coffee Rota**

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

**Main responsibilities:**

- Provide biscuits and milk, with the others supporting you, when it is your turn on rota
- Prepare and set up tables and chairs with milk jugs, spoons, sugar, rubbish pots, and flowers, ensuring good food hygiene practices are followed
- Prepare and set up tea pots, coffee pots, mugs, biscuits
- Set up Charity donation box
- Serve drinks, promoting the attitude of fellowship.
- Respond to any dietary issues
- Clear up dirty pots, wash & dry all equipment then put away.
- Throw away rubbish and leave the kitchen in a tidy state
- Store biscuits in Sunday Coffee box
- Inform Lindsey or Maureen when Charity donation box is nearly full
- Wipe down tables, and support Steward on duty in clearing away tables and chairs
- Take away tea towels to be washed and return to church in good time.
- Claim back costs (optional), with receipts, from the treasurer in a timely manner

## **18. Flower Rota**

To be part of a team, with a number of volunteers, in supplying and arranging the flowers at church each Sunday. To then wrap these after the service and pass to a pastoral visitor for distribution. Flowers and decorations may also be required at other occasions e.g. Christmas, Easter.

A DBS Certificate is required for this role if you are taking flowers out for distribution (renewable every 5 years). Foundation Safeguarding training is required for this role if you are taking flowers out for distribution (renewable every 4 years. Advanced safeguarding is available and you are strongly encouraged to undertake this)

### **Main responsibilities include:**

- Ensure there are flowers placed in Church each Sunday
- Source flowers responsibly, keeping receipts to claim money back via the Treasurer.
- Follow the Lone Worker Policy
- To share any pastoral concerns with the Pastoral Team
- Making sure flowers from Sundays are given to appropriate members of the Church (sometimes they are given to non-members)
- Do special arrangements or support decoration of the Church at certain times of the year, e.g. Christmas, Harvest etc
- Be available to support other requests, e.g. Baptisms, funerals, special services

## **19. Gift Aid Secretary**

The Gift aid secretary is responsible for claiming tax back from HMRC, in line with current process and procedures.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

### **Main responsibilities include:**

- Provide declaration forms to members that are UK tax payers to allow Gift Aid to be claimed
- To monitor and track the amount of money provided by each person declared for Gift Aid, working with the Church Treasurer. Order and provide envelopes, if requested, to support this work
- To claim the appropriate Gift Aid back via HMRC systems, in line with current practices Stewards
- Keep records for six years, ensuring that GDPR regulations are followed
- Familiarise yourself with the rules and regulations about what can and cannot be claimed back and best practice for claiming gifts

## **20. Baptismal Secretary**

The role of the Baptismal Secretary is to support the Minister in the service of Baptism.

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role

### **Main responsibilities include:**

1. Attend Baptismal service
2. Support the Minister
3. Purchase items if required (claiming back with receipts)
4. Represent the Church at the service of baptism
5. Participate in the service following the Methodist Worship book
6. Hand the certificate/candle/gift to parents

The Baptismal Secretary will not hold any personal information regarding those being baptised and is not required to make contact with the baptismal family.

## **21. Mission's Secretary**

There are several mission funds supported by the Methodist Church, the role of the Mission's Secretary is to promote and raise awareness of mission in the Church

A DBS Certificate is not required for this role. We encourage all volunteers to complete safeguarding training, although doing so is not required for this role.

**Main responsibilities include:**

- To raise awareness of the Methodist Church's Mission fund in their own church through organising notices, posters, talks, fundraising events etc
- To collect any donations to the Methodist Church's Mission Fund
- Recording amounts received and pass total monies onto Church Treasurer for onward transmission

## **22. Social Media Coordinators**

Social Media Coordinators play an important part in spreading the good news about God and the Church, letting the community know about upcoming events, what we do, who we are and provide a spiritual touchpoint in our busy lives, especially to those that may not be able to attend Church in person.

A DBS Certificate is not required for this role. Foundation safeguarding training is strongly encouraged, due to the potential levels of contact

**Main responsibilities include:**

- To maintain and update our social media site e.g. Facebook, Website, YouTube etc
- To publish details of upcoming events
- To publish spiritual and uplifting messages
- To publish details of who we are, where we are and how to interact with us
- To help and support the creation/update of a social media policy
- To follow said policy (and any other applicable) in all activity
- To work with a service contract role to ensure that websites/subscriptions are renewed/paid for as directed by Church Council

More information is available online via the Methodist Church website

<https://www.methodist.org.uk/for-churches/digital-church/> especially

<https://www.methodist.org.uk/for-churches/digital-church/social-media-guidelines/>

## **Volunteer to help run a group**

### **1. Friends Café**

The Friend's Café is open on the first Saturday of each month between 1.00pm and 2.30pm, and is part of our commitment to being a Dementia Friendly Church. It provides an opportunity for anyone, including people with Dementia and their carers, to have lunch, to relax and meet and talk to others.

All volunteers are required to hold a DBS certificate and to have completed Foundation Level Safeguarding Training, both of which are arranged by the Church. Volunteers involved in food preparation should have Food Hygiene Level 2 training and be aware of the required procedures e.g. open and close checklists, allergens, dietary requirements etc. Completing Dementia Friends Training is desirable although not essential.

**Main responsibilities of volunteers at the Friends Café include:**

- Setting up the hall (tables, chairs, cutlery etc)
- Carry out opening and closing checks
- Discuss and agree menu
- Purchase ingredients/food required, keeping receipts and claiming back money in timely manner (if applicable)
- Prepare food following food hygiene rules
- Provide menu including list of allergens
- Ensure guests are made to feel welcome
- To take responsibility for the safety and care of guests in a safe environment according to Church Safeguarding policies.
- Ensure that any money received is counted and passed for banking
- Clear away, wash up etc and make final checks that all is clean
- Leave building clean and tidy, securely closed/locked
- Report any issues with the kitchen, equipment etc to the property team

### **2. Soup Bowl**

The Soup Bowl is a joint venture between Tingley Methodist Church and members of the community. It provides companionship, food and good conversation. It is open on the second Monday of each month from 12.00 to 1.30pm.

All volunteers are required to hold a DBS certificate and to have completed Foundation Level Safeguarding Training, both of which are arranged by the Church. Volunteers involved in food preparation should have Food Hygiene Level 2 training and be aware of the required procedures e.g. open and close checklists, allergens, dietary requirements etc.

**Main responsibilities of volunteers at the Soup Bowl include:**

- Setting up the hall (tables, chairs, cutlery etc)
- Carry out opening and closing checks
- Discuss and agree menu
- Purchase ingredients/food required, keeping receipts and claiming back money in timely manner (if applicable)

- Prepare food following food hygiene rules
- Provide menu including list of allergens
- Ensure guests are made to feel welcome
- To take responsibility for the safety and care of guests in a safe environment according to Church Safeguarding policies.
- Ensure that any money received is counted and passed for banking
- Clear away, wash up etc and make final checks that all is clean.
- Leave building clean and tidy, securely closed/locked
- Report any issues with the kitchen, equipment etc to the property team

### **3. Friday Night Youth**

*Friday Night Youth at Tingley Methodist Church* meets fortnightly on a Friday evening during term-time, and welcomes children and young people aged between 5 and 18. It aims to provide age-appropriate activities including games, art and craft, cooking, quizzes, challenges, as well as discussions around local and world issues.

All volunteers are required to hold a DBS certificate and to have completed Foundation Level Safeguarding Training, both of which are arranged by the Church.

**Main responsibilities of volunteers at Friday Night Youth include:**

- To prepare and deliver activities appropriate for the age group.
- To take responsibility for the safety and care of the children in a safe environment on or off the premises according to Church Safeguarding policies
- Keep a register of those attending each week
- Ensure that GDPR regulations are adhered to.
- Before the session, to check that the area and equipment to be used is safe and fit for purpose.
- To report any issues with this to the property team
- Help the children to understand and follow any fire evacuation procedure
- Ensure that the area and equipment used is cleared/ put away at the end of the session
- Ensure that children are returned to an appropriate adult at the end of the session

Volunteer role	DBS Required	Safeguarding Training Required	Keyholder	Lone Worker
Church Steward	No	Yes	Yes	Yes
Treasurer	No	No	No	Yes
Church Council Secretary	No	No	No	No
Safeguarding Officer	Yes	Advanced	Yes	No
Pastoral Secretary	Yes	Advanced	No	No
Pastoral Visitor	Yes	Yes	No	Yes
Property Steward	No	No	Yes	No
Utilities and Services Coordinator	No	No	Yes	Yes
Church Bookings Secretary	No	No	Yes	No
Worship Leader	Yes	Advanced	No	No
Worship Contact	No	No	No	No
Organist	No	No	Yes	Yes
Communion Steward	No	No	No	No
Junior Church Leaders	Yes	Advanced	Yes	No
Church Notices Coordinator	No	No	No	Yes
Sunday Morning Welcome Team Member	No	No	No	No
Sunday Morning Tea & Coffee Rota	No	No	No	No
Flower Rota	Yes	Yes	Yes	Yes
Gift Aid Secretary	No	No	No	No
Baptism Secretary	No	No	No	No
Missions Secretary	No	No	No	No
Social Media Coordinator	No	Yes	No	No
Friends Café	Yes	Yes	Leader	No
Soup Bowl	Yes	Yes	Leader	No
Friday Night Youth	Yes	Yes	Leader	No