

[Insert local Church logo / details]

Volunteer Role Outline

Role Title: Church Council Member

Responsible to: The Minister

Purpose: Church Council is the governing body of the local Church and legally the members are the Managing Trustees

Responsibilities:

- To regularly attend Church Council whenever possible and deal with the business of the meetings in a responsible manner. (Meetings are generally held in October, February and June). Additional meetings can be called as and when necessary.
- To ensure that appropriate action is taken so that the Church continues to be solvent and financially viable. (The Church treasurer manages the day to day finances and advises the Church Council of any problems).
- To ensure that policies and procedures are in force to cover legal responsibilities to which the Church has to adhere eg Health & Safety, GDPR and Safeguarding of children & young people and vulnerable adults.
- To ensure that the Property is maintained to a good standard. (The Finance & Property Committee deals with the day to day needs, highlighting issues to Church Council).
- To ensure that arrangements are in place to provide pastoral care of Church members.
- To ensure all volunteers/paid staff are recruited according to the Methodist Church Safer Recruitment Policy.
- To look to ways of developing outreach and mission in the local community.
- Approve and appoint leaders of church groups

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I have read and understood this Role Description for Church Council Member and the Church Safeguarding Policy

I have attached a signed Safeguarding Self Declaration (Form D)

Signed: _____

Name: _____

Date: ____ / ____ / ____