



[Insert local Church logo / details]

## Volunteer Role Outline

Role Title: Church Steward

Responsible to: The Minister

Purpose:

- to be responsible for driving the vision and strategy, on behalf of the church council
- reviewing activities to ensure they are relevant to the vision.
- make decisions and respond to issues which arise relating to the day to day running and management of [insert local church name] (within the delegated authority given from church council to do this)

Responsibilities:

- To serve on the Church Council
- To meet as a group with the Minister at [insert time frame] to review the life and mission of the church and make future plans.
- To ensure that a Steward's report is submitted as/if appropriate for General Church Meetings.
- To contact any visiting preacher before they are due to lead worship to explain the routine (e.g. young people join in at end of the service) and to answer any questions they may have.
- To ensure that a steward is present at weddings, baptisms, funerals and seasonal services.
- To liaise with and support the Minister regarding worship and other church activities.
- To share pastoral concerns with the Minister.
- To notify safeguarding issues to the Safeguarding Officer or Minister.

Other Requirements:

Have a DBS check – renewed every 5 years

Attend Foundation Safeguarding Training – renewed every 4 years

I have read and understood this Role Description, the Church Safeguarding Policy and Safer Recruitment Policy

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

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_