[Insert local Church logo / details]

**Volunteer Role Outline**

Role Title: [insert group name] Fellowship Group Helper (adults)

Responsible to: Wednesday Fellowship Leader

Purpose: To help provide a practical Christian witness to those who attend. To help provide a place where members feel safe and happy.

Responsibilities: [update as appropriate for the group]

* Provide a safe, caring environment for those who attend
* Help serve refreshments/meals according to health and hygiene practices
* Help set up necessary equipment /resources for the session
* Help clear up after the session
* Attend regular meetings to plan the sessions
* Follow guidance and instructions from the leader as to what tasks need to be carried out
* Ensure any safeguarding concerns are reported to leader/church safeguarding officer
* Complete the Foundation Safeguarding Training and renewed every 4 years
* Ensure DBS check is renewed every 5 years

✀\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understood this Role Description for Wednesday Fellowship Helper and the Church Safeguarding Policy.

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

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

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