

[Insert local Church logo / details]

Volunteer Role Outline

Role Title: [insert group name] Fellowship Group Leader (adult)

Responsible to: The Minister

Purpose: To help provide a practical Christian witness to those who attend. To 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
- Plan suitable activities and events – delegating responsibilities as appropriate
- Have pastoral care of members
- Arrange transport for those who need it (or delegate to another helper)
- Set up (with other helpers) necessary equipment /resources for the session
- Clearing up afterwards (with other helpers)
- Develop positive relationships with both helpers and members
- Convene regular meetings with helpers
- Give guidance to other helpers in what tasks need to be done
- Ensure any safeguarding concerns are reported to the church safeguarding officer
- Keep accurate records – register of attendance; consent forms; risk assessments; financial accounts
- Liaise with the church council rep for Adults
- Information is given out about church activities.
- Appoint, in consultation with the minister, any other helpers
- Have completed the Foundation and Advanced Safeguarding Training and renewed every 4 years
- Ensure DBS check is renewed every 5 years
- Ensure all leaders/helpers who have face to face contact with the members have up-to-date DBS checks (renewed every 5 years) and have completed Foundation Safeguarding Training (renewable every 4 years)

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

Signed: _____

Name: _____

Date: ____ / ____ / ____