

## Church Council Secretary

### Background and introduction:

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

### For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Minister (MINISTERS NAME) or Safeguarding Officer (SAFEGUARDING OFFICERS NAME).

Church Council Secretary in the [Name of Church]

### Responsible to:

You will be responsible to the Church Council and the Minister of [Name of church]  
If you are unable to fulfil your responsibility due to illness, etc, you should notify this person as soon as is feasible.

### Purpose and Objectives:

To deliver administrative support to the Minister, Church Leadership Team and Church Council.

### Main tasks:

- To take, produce and file minutes of any church council meetings in line with local practice
- To provide a communication answering service for the church and its officers, referring matters as appropriate.
- To provide a general secretarial service to the Minister, Leadership Team and Church Council
- To complete returns and forms as required. **Mutual**

### support and accountability

As Church Council Secretary you:

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

The persons you are responsible to will:

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

### **DBS**

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

A DBS certificate is not required for this role.

I have read and understood this role description. Signed

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Date \_\_\_\_\_