



Charity number 1129523

Church Steward

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)

Steward in [Name]

Church Purpose and

Objectives:

Church Stewards are appointed in accordance with CPD standing orders 632 - 634 and are corporately responsible along with the presbyter in pastoral charge for giving leadership and help over the whole range of the Church's life and activity.

Main Tasks:

- To be in attendance at Church Council meetings
- To uphold and act upon the decisions and policies of the Church Council including the safeguarding policies.
- To ensure that all services, meetings and other engagements listed on the circuit plan take place.
- To draw other members with appropriate skills and gifts into a leadership team.
- To ensure the church notices are prepared and disseminated.
- To oversee the collection and administration of all public collections.
- To oversee the necessary arrangements for the sacrament of baptism.
- To complete designated safeguarding training within 6 months of taking up the post.

**Mutual support and
accountability**

As a steward you:

- Are appointed from [date] for 12 months (in accordance with CPD standing order 606 – 607)
- Will be offered support, guidance and appropriate training

The person you are responsible to will:

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

Volunteer roles in the life of the church are for the building up of the body of Christ. If it is felt that there is a poor match between the skills you offer and the role, either you or the Church Council through the Minister may terminate the agreement with or without notice.

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 required for this role.

I have read and understood this role

description.

Signed _____ Date _____