



United Stockport Circuit, C/O Tiviot Dale Methodist Church, Tiviot Dale, Stockport, SK1 1TA
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Role Outline

Role title: **Church Council Secretary**

[NAME OF CHURCH]

[Name of Volunteer]

The Church Council Secretary is a managing trustee of the local church community. Together with the minister or probationer exercising pastoral responsibility in relation to the Local Church, the Church Council Secretary is responsible for enabling the smooth running of the local church in accordance with Methodist Church guidelines.

Part 1 – The Role

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church's safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister*.

- Ensuring meetings of the Church Council are properly called by giving sufficient advance notice (two weeks) to members.
- Preparing agendas for Church Council meetings, in conjunction with the Minister*.
- Preparing minutes of each Church Council meeting (only decisions made and any significant points the members feel are essential to the minute, but not a word-by-word account).
- Distributing minutes to all Church Council members, following approval by the chair of the meeting.
- Ensuring the minutes of previous meetings are approved by the next Church Council meeting and signed by the Chairperson.
- Receiving correspondence on behalf of the Church Council and corresponding on behalf of the Church Council as directed.
- Recording names of those elected to the Church Council.
- Assisting in the sharing of decisions made to the congregation.
- Noting questions or comments made by members of the congregation when Church Council decisions are being shared, and ensuring they are brought to the attention of the Church Council.
- Conduct an induction for new Council members.
- To be the first point of contact for Circuit communication to deal with or pass-on as appropriate.

Part 2 – Accountability

This role will be accountable to The Church Council.

Part 3 – A Managing Trustee

You may become a member of the Church Council on the nomination of the General Church Meeting or perhaps of one of the committees of the Church because it is thought that you can represent them well.

As a member of the Church Council, you will share in the responsibility for overseeing and leading the Church in:

- a) the care of its members
- b) its outreach, especially to those on the community roll
- c) planning its policy
- d) its financial commitments
- e) the care of its property (including money) (SO 603)

Naturally, some of those tasks will hold a greater appeal for you than others. Nevertheless, the whole work of the Church Council is shared by its members and provided you have reached the legal age of majority, as a member of the Church Council, you are a managing trustee.

Church Council members should read the following document:

<https://www.methodist.org.uk/for-churches/office-holders/managing-trustees/>

Part 4 – DBS

Has the Safeguarding officer confirmed that a DBS check is required?

Yes (Please state the date received)

No (Please complete the self-declaration form [CSD/2](#))

Part 5 – Training Required

Safeguarding (If yes, please indicate the date received)

Other –

*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.

Volunteer Agreement

This is a sample agreement and should be altered according to the specific person involved. The agreement describes the arrangement between the volunteer and the local Methodist Church and should be used alongside the volunteer's work outline.

This Volunteer Agreement is a description of the arrangement between us, the [Name of Church] at [Location of Church], and you [Name of Volunteer] in relation to your voluntary work.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to doing the best we can to make your volunteer experience with us a positive and rewarding one.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor to create an employment relationship between us but sets out expectations of The Methodist Church and the volunteer.

We, on behalf of [Name of Church] at [Location of Church], accept the voluntary service of [Name of Volunteer] beginning [Date]. We have agreed that you will work [X] hours over/on [X] days.

Your role will be [Name Role].

In addition to this agreement, you will receive key pieces of information including the role description and our policies and procedures which will provide important guidelines for your volunteering.

Part 1 – The Methodist Church

We commit to the following:

- A full induction and any training necessary for the volunteer role.
- Provide a personal supervisor who will meet with you regularly to discuss your volunteering and any achievements and problems.
- To be treated with respect and in line with the organisation's policies on equal opportunities, health and safety.
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
- To reimburse the following expenses you incurred in your voluntary work. All expenses must be submitted, with receipts where possible, to [Name Church treasurer and provide email or contact details] within [period]: Please only select the relevant section(s):
 - a. Travel to and from home to (the office) and during your work as necessary
 - b. Meal allowance to a maximum of £(x) with a receipt (to be eligible for lunch allowance you must work around meal times or for a minimum of (x) hours a day.)
 - c. Special clothing, where this is provided by you
 - d. Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for voluntary work.

Part 2 – The Volunteer

I, (Full name in CAPTIALS), agree to be a volunteer with the [Name of Church] and commit to the following:

1. To help the [Name of Church] at [Location of Church], fulfil its vision to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.
2. To perform my volunteering role to the best of my ability.
3. To follow the Church's procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and anybody they work with.
4. To maintain the confidential information of the Church and of all who become involved with it.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice to make alternative arrangements.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is [Insert hours/days]

Agreed to:Volunteer signature

.....On behalf of [Name of Church]

.....Date

- Volunteer Contact details
- Emergency contact details