



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

Role title: **Steward**

[NAME OF CHURCH]

[Name of Volunteer]

The Steward's duties within the Methodist Church are laid out in the church's constitution known as the Constitutional Practice and Discipline (CPD), so this document lays down any local variations that have been established in [Name of Church].

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*.

The following duties will be undertaken as part of the role outlined above:

- The responsibility of contacting the preacher scheduled for the week has been passed to the Worship Leader, the Steward on duty still has responsibility for ensuring the scheduled service takes place. If the scheduled preacher cannot take the service, the Steward needs to ensure an appropriate act of worship takes place. They may call upon individuals authorised to lead worship who are in the congregation to take/assist with taking the service. If no one is available the service may be one of hymns, readings and prayers.
- Although the Steward's role is primarily related to Sunday Worship, they may also be requested to act in a similar role for weddings or funerals.
- It is also your task to share pastoral concerns with the Minister* and/or leader/s, and
- To notify safeguarding issues to the Safeguarding Officer or Minister*.
- To welcome visitors where there is no door steward on duty or no other person who is available to cover that role.

Part 2 – Accountability

This role will be accountable to The Church Council.

Part 3 – DBS

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

Yes – Date completed

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

Part 4 – Training Required

Safeguarding (If yes, please indicate the date received)

Other –

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

Part 5 – List of duties

DUTIES FOR SUNDAY STEWARDS (last updated [DATE])

[EDIT THIS LIST FOR YOUR OWN CHURCH]

TO DO BEFORE WORSHIP

- Unlock all doors.
- Put heaters on in the lounge if cold (for prayer group).
- Light altar candle.
- Open altar Bible at lectionary gospel reading – see the plan for details.
- Open Book of remembrance to the correct page (see notices for page).
- Hymn number board (if required).
- Renew water for all speakers/participants.
- Give out collection plates to volunteers.
- Provide lapel microphone(s) to any preacher/worship leader who needs one.
- Check the intercessions book and hand the relevant page to the preacher/worship leader. If visiting local preacher ensure they can read handwriting for names etc.
- Advise the preacher of anything else they might need to know (e.g. verbal notices that need to be given out before worship, words used to dismiss Sunday Club etc).

TO CHECK BEFORE WORSHIP

- Is heating functioning (if needed).
- Do flowers need any water.
- Do toilets have sufficient toilet rolls.
- Are large print copies of hymn books or printed hymn sheets available?
- Are there any notices in the porch or vestry that require action?
- Are Sunday Club staying in church? If so advise the preacher.

TO DO AFTER WORSHIP

- Check vestry steward is present to count collection. If not find a suitable alternative.
- Ensure preacher and collection counters are offered refreshments.
- If no evening service, check that flowers will not be left in the church to wilt. Ensure they will be distributed after the evening service if there is one.

SHUTTING UP BUILDING

- FOR YOUR SAFETY there should always be two people present when the building is locked.
- Ensure ALL internal doors are locked.
- Ensure ALL lights are switched off (including toilets).
- Check the kitchen light and that the boiler has been switched off.

- If there is no evening service, put the laminated information notice, which is kept in the vestry, onto the inside of the Church's front door.
- Leave through the front door and lock it!

FOR VISITING MINISTERS/LEADERS OF WORSHIP

- Show them to the vestry, where toilets are, lectern, pulpit etc.
- Ensure they are aware of any of our standard practices eg dismissal of Sunday Club etc.

FOR COMMUNION SERVICES

- Check whether books are needed (and if so ensure door stewards have them).
- Check how the minister wants members of the congregation brought forward for communion.

FOR BAPTISM SERVICE

- Fill the Baptism Jug with warm water.

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