

Charity number 1129523

## **Door 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].

Door Steward in the [Name of Church] Responsible to:

You will be under the supervision of the Church Stewards

and the Minister of [Name of Church]

### **Purpose and Objectives:**

To warmly welcome members and visitors to church services and related events, responding to requests for information and offering general support.

Main tasks:

- Working as part of a team (of at least two people) to open the church premises and ensure it is well presented and welcoming
- To welcome all members and visitors and respond appropriately to their individual needs
- To highlight any issues originating from discussions to the Pastoral Care Secretary/ Minister for action / information
- To supply books and materials as necessary
- To complete a log of attendance if required by the Minister / Church Council
- To secure the church premises in line with local instructions when leaving **Mutual**

### **support and accountability**

As a steward 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** \_\_\_\_\_

**Date** \_\_\_\_\_