

## Property 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 of Church] Responsible to:

You will be under the supervision of the Church Council, Church Stewards and the Minister of [Name of Church]

### Purpose and Objectives:

Property stewards are responsible for looking after the building, facilitating repairs & maintenance of the church premises in a timely manner.

### Main Tasks:

- Collate an accurate list of trusted tradespeople
- Carry out regular inspections of the entire premises
- Arrange tradespeople to visit at convenient times to undertake necessary repairs
- Seek permission from the church council to update/replace items of value (amount to be clarified)
- To ensure all invoices from tradespeople are passed to the treasurer for payment
- Keep accurate records of all repairs & new equipment purchased
- Be point of contact for District in reference to insurance and quintessential inspections

### Mutual support and accountability As a

#### property 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 \_\_\_\_\_