**Role Outline**

**Role title: Book of Remembrance Coordinator**

In ……………………………………………………………. Methodist Church

The Book of Remembrance is kept in church to provide a one-page biography of a person’s life and contribution to the church during their lifetime. A page is completed by a family member or close friend and requested by the Book of Remembrance Coordinator or minister\* on their behalf.

*Part 1*

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

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church 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\*.**

* To keep note of recent deaths within the Church’s “family”, its membership and pastoral roll.
* To ensure that a page of information is provided for the Book of Remembrance, together with a photograph, and that this is written in calligraphic handwriting or typeface in keeping with the rest of the book.
* To ensure that the Book of Remembrance is opened on a new page each Sunday and, together with the Notices Coordinator, to ensure that the name of the person who is remembered each week appears on the weekly notice sheet.

• To share pastoral concerns with the Minister\* and/or pastoral leader/s

• To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to l Church Council.

This role does not require a DBS check

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

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..