**Role Outline**

**Role title: Flower Arranger**

In Methodist Church

This role involves distributing and organising the church flowers

*Part 1*

**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\*.**

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

* Ensure there are flowers placed on the altar table on the Sunday they are planned to provide flowers (or find someone who will stand in for them).
* Making sure flowers from Sundays are given to appropriate individuals linked to the church once the service(s) have finished for the day.
* Arranging flowers for special occasions if requested and agreed
* Sometimes arranging flowers for other members who have donated money
* To share any pastoral concerns with the Minister\* and/or leader/s
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to The Methodist Church Council

This role is not required to have 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 ……………..