**Role Outline**

**Role title: Events Committee Coordinator**

In Methodist Church

The Events Committee Coordinator(s) role enables the social life of the church to offer outreach to others in the community by providing a range of events on subjects that help to fulfil the church’s mission.

*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.*

* To develop an annual plan of events which vary in nature, subject and timing.
* To create a schedule of events that fits into the church calendar and makes every reasonable effort not to clash with major events in the Circuit.
* To ensure that dates of events are published in the church newsletter, website and social media by providing information to the Website Administrator, Newsletter Coordinator and Social Media Administrator.
* To create teams to plan and action each of the events.
* To monitor and maintain the Events Budget.
* To ensure that a risk assessment is undertaken of the venue in consideration of the type of attendees and that any health and safety concerns are passed on to the Property Steward(s).
* To encourage participation in the events, especially by those who might be lonely or in need of social interaction and support. Vulnerable adults are allowed to attend events under the care of a carer or a responsible adult. Children are allowed under the supervision of a parent or authorised adult.
* To interact with people attending the events as a host, server, conversationalist.
* To ensure that at least one member of the team preparing food has a food safety certificate and ensures that food hygiene regulations are followed.
* To share 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 Church Council.

This role does not require a DBS check.

If the role holder handles cash on a regular basis, the church council could consider whether a Basic DBS check is required.

It is recommended but not essential that the role holder has a food safety certificate if another member of the team holds the certificate.

*\*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 ……………..