**Role Outline**

**Role title: JMA Secretary**

In Methodist Church

The role of the JMA secretary is to encourage young people of the church, in liaison with their parents, to collect regular small amounts from family, friends and church members towards JMA.

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

* To ensure that the JMA money boxes that are held by the collectors are collected and emptied at least once a year by two people. This task can be undertaken by the Charitable Giving Coordinator if help is needed.
* To ensure that amounts are recorded, and total monies are passed on to the Church Treasurer for onward transmission. The accounting year is September to August. This task can be undertaken by the Charitable Giving Coordinator if help is needed.
* To distribute JMA magazines as they are received (2/3 times a year) to the collectors.
* To order appropriate certificates and badges (and gifts, if appropriate) and organise their presentation at a Sunday morning service on a convenient date with agreement of the preacher. Advise the collectors of the date so they have every opportunity to attend.
* To link up those in the Church who are prepared to give with a collector.
* To share any pastoral concerns with the minister\* and / leaders
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to The Methodist 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 ……………..