**Role Outline**

**Role title: Traidcraft Seller**

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

This role provides a fairtrade stall for the church, usually on the first Sunday of the month, supporting traders in developing countries.

*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 liaise with the Circuit fairtrade representative approximately one week in advance, when on duty, and arrange to collect goods from them in time to set up the stall on the first Sunday of the month. Check that a price list is included with the goods.
* To be responsible for the safe storage of the goods and money from collection until return to the Circuit fairtrade representative.
* To unpack goods and set up the stall in advance of Sunday worship and stay after the service to sell goods and pack up the stall. To fund a float or arrange for the Church Treasurer to provide one.
* To receive payment in cash or by cheque for goods sold and pass on the monies taken to the Circuit fairtrade representative along with any unsold items.
* To place any orders from individuals to the Circuit fairtrade representative (e.g. Easter eggs, Christmas goods). If special orders are received, then the goods should be delivered to the person at the church premises.

• 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…………………………………………………………………….. 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 ……………..