**Role Outline**

**Role title: Cradle Roll Secretary**

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

The Cradle Roll Secretary is linked to those who come to be baptised.

*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 maintain the list of baptisms displayed on the wall inside the church
* To send out birthday cards to the child until they reach 4 years of age if consent has been given by the parents/carers for the keeping of personal details following GDPR guidelines.
* To watch out for children joining Sunday Club to see if they have younger brothers or sisters eligible for Cradle Roll
* To share pastoral concerns with the clergy and/or leader/s
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to the Minister\*

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 ……………..