**Role Outline**

**Role title: Meeting Secretary**

In Methodist Church

 Methodist Church has several groups, including sub committees, which meet for different purposes and to fulfil the church’s mission. The Meeting Secretary for each of these groups helps to ensure the smooth running of the group and the tasks it undertakes.

*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 take the minutes at committee/group meetings, writing up the minutes and circulating them to committee/group members.
* To keep a record of the meetings held by the committee/group.
* In consultation with the chair of the committee/group, to prepare and distribute the agenda in advance of each meeting
* 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 Methodist Church Council if the meeting is a sub committee of the church council or if the group meets in order to further the mission of Methodist Church.

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 ……………..