**Role Outline**

**Role title: Door Steward**

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

The Door Steward’s role is to welcome visitors to the church for worship.

*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 welcome people as they arrive and enter the church
* To greet them, and show them where to sit, if appropriate
* To hand them information to them for the service such as notices or hymn books, where appropriate
* To ensure that the stewards or Minister\* are aware when someone new attends the church, in order that they can be welcomed
* To welcome visitors to an evening service where there is no door steward on duty or no other person who is available to cover that role.

• 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 the 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 ……………..