**Role Outline**

**Role title: Church Council / Meeting Secretary** (delete where applicable)

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

The Church Council / Meeting Secretary is a managing trustee of the local church community. Together with the minister or probationer exercising pastoral responsibility in relation to the Local Church, the Church Council / Meeting Secretary is responsible for enabling the smooth running of the local church in accordance with Methodist Church guidelines.

*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.*

* Ensuring meetings of the Church Council are properly called by giving sufficient advance notice (two weeks) to members
* Preparing agendas for Church Council meetings, in conjunction with the Minister\*
* Preparing minutes of each Church Council meeting (only decisions made and any significant points the members feel are essential to the minute, but not a word by word account)
* Distributing minutes to all Church Council members, following approval by the chair of the meeting
* Ensuring minutes of previous meetings are approved by the next Church Council meeting and signed by the Chairperson
* Receiving correspondence on behalf of the Church Council and corresponding on behalf of the Church Council as directed
* Recording names of those elected to the Church Council
* Assisting in the sharing of decisions made to the congregation
* Noting questions or comments made by members of the congregation when Church Council decisions are being shared, and ensuring they are brought to the attention of the Church Council.
* Sharing pastoral concerns with the Minister\* and/or pastoral leader/s
* Notifying safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to the Minister\*

This role is not required to have 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 ……………..