**Role Outline**

**Role title: Church Rota Coordinator**

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

This role is a key administrative role which enables all those who help to prepare the church for worship, or lead worship, to work together as a team. The volunteer is not required to attend church council meetings but might find it helpful to attend Worship Consultation meetings.

*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.*

*Tasks*

* To gather details from individuals regarding their availability during the following quarter, giving them a timely deadline for this.
* To produce and circulate, via email and as a hard copy available in church, a quarterly rota for Sunday worship including the following roles: Organist/Pianist, Worship Leader, Steward, Assistant Steward, Vestry Steward, Screen Operator, Door Steward(s), Sunday Club, Traidcraft/fairtrade stall (monthly), Coffee bar, Flowers.
* To consult the Circuit preaching plan when preparing the quarterly church rota in order to include the preacher’s name.

• 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 l 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 ……………..*