**Role Outline**

**Role title: Events Committee Volunteer**

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

The Events Committee Volunteer role enables the social life of the church to offer outreach to others in the community by providing a range of events on subjects that help to fulfil the church’s mission.

*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 help the Events Committee Coordinator to develop an annual plan of events which vary in nature, subject and timing.
* To help create a schedule of events that fits into the church calendar and does not clash with major events in the Circuit.
* To ensure that dates of events are published in the church newsletter, website and social media by helping to provide information to the Website Administrator, Newsletter Coordinator and Social Media Administrator.
* To be part of a team to plan and lead one or more events.
* To encourage participation in the events. Vulnerable adults or children should be accompanied by a suitable responsible adult, so the role holder will not be required to provide any kind of care.
* To interact with people attending the events as a host, server, conversationalist.
* To share pastoral concerns with the Minister\* and/or pastoral leader/s
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.
* To prepare food to serve to attendees at events (possibly). At least one of the team must hold a certificate in food safety and hygiene. The Events Coordinator will check this.

*Part 2*

This role will be accountable to the Church Council.

This role does not require a DBS check.

If the volunteer is likely to handle cash on a regular basis, the church council can consider undertaking a Basic DBS check.

It is recommended, though not essential, that the role holder has a food safety and hygiene certificate.

*\*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 ……………..