**Role Outline**

**Role title: Church Council Member**

In Methodist Church

Church Council is the governing body of the local Church and legally the members are the Managing Trustees. Only active Methodist Church members are eligible to sit on Church Council. Some roles in the Church give a seat on Church Council and in addition the Annual Church Meeting elects others from the Church membership to sit on Church Council.

*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 attend Church Council whenever possible and deal with the business of the meetings in a responsible manner. Meetings are generally quarterly. Additional meetings can be called as and when necessary.
* Responsibilities of The Managing Trustees include:
	+ To ensure that appropriate action is taken so that the Church continues to be solvent and financially viable. (The church treasurer is responsible for managing the day to finances and advising Church Council of any problems).
	+ To ensure that policies and procedures are in force to cover legal responsibilities e.g. Health & Safety and Safeguarding of children & young people and vulnerable adults.
	+ To ensure that the property is maintained to a good standard. (The Property Stewards and Property Committee is responsible for day-to-day needs and highlighting issues to Church Council).
	+ To ensure that arrangements are in place to provide pastoral care of Church members.
	+ To look to ways of developing outreach and mission in the local community.

• 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 Methodist Church Council.

Elected members of Church Council are elected by the Annual General Church Meeting.

Elected members of Church Council will still be subject to the requirements of the safer recruitment procedures for any additional roles they take on as a result of being on Church Council.

Elected members do not require a DBS check to sit on Church Council. However the following applies:

* should any additional role be undertaken a DBS check may be necessary, dependent on the role involved;
* a minimum of 3 people sitting on Church Council must have a DBS check. One of these must be the Safeguarding Officer.

*Part 3 – A Managing Trustee*

You may have become a member of the Church Council on the nomination of the General Church Meeting or perhaps of one of the committees of the Church because it is thought that you can represent them well.

As a member of the Church Council you will share in the responsibility for overseeing and leading the Church in:

a) the care of its members

b) its outreach, especially to those on the community roll

c) planning its policy

d) its financial commitments

e) the care of its property (including money) (SO 603)

Naturally some of those tasks will hold a greater appeal for you than others. Nevertheless, the whole work of the Church Council is shared by its members and provided you have reached the legal age of majority, as a member of the Church Council, you are a managing trustee.

Church Council members should read the following document:

<https://www.methodist.org.uk/static/rm/mtmm/responsibilities_of_the_managing_trustees.pdf>

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..