**Role Outline**

**Role title: Vestry Steward**

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

The Vestry Steward assists a Steward in counting the collection after 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 tasks will be undertaken as part of the role outlined above.*

* To count the collection, both loose cash and weekly envelopes, with another steward, and to enter the figures in the appropriate place(s) in the records books and on a weekly sheet for the treasurer.
* To add in any extra income, such as from coffee after the service
* To agree with the other steward any payments requested against invoices or receipts, up to the maximum cash payment allowed, and record said payments on the weekly sheet for the treasurer.
* To ensure any requests for payments that are not straightforward or above the limit allowed for cash, are passed to the treasurer, either directly or by placing them in the safe.
* To make a note on the weekly sheet for the treasurer of the quantities of any envelopes on the collection plate other than weekly collection envelopes, and place such envelopes, unopened, with the collection into the safe.
* To ensure, with the other steward, that the proceeds from any/all collections are placed into the safe and that the safe is locked.

• 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 as they are always accompanied by an Assistant Steward when counting money.

*\*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 ……………..