**Role Outline**

**Role title: Property Steward**

In Methodist Church

As a member of the Church council the property steward is a managing trustee of the church. In taking the role the property steward will agree to take responsibility for some, or all of the property aspects of their church.

*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.*

* Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary
* After every quinquennial inspection consider the findings and recommendations of the inspectors and take any action required in consequence
* Prepare and consider the annual property schedules, both of accounts and investments and of the state of the property, and take any action required in consequence
* Consider such matters as the purchase, sale, extension or alteration of the property and take appropriate action
* Appoint or employ a caretaker of the premises, if required, and supervise his or her work
* Open and maintain a log book for retention of the annual schedules of property, quinquennial inspection reports and other relevant material, and periodically examine the log book and ensure that records are up to date
* Present an annual report on the local property to the Circuit Meeting and after every quinquennial inspection include in that report details of all action taken or to be taken by the Church Council to implement the recommendations of the inspectors.
* Work together with other members of the property committee to ensure maintenance and upkeep of the church premises
* Maintenance tasks may include putting out the bins, reading the metres, maintenance of the photocopier, servicing the fire extinguishers, cutting the grass, polishing the church floor.
* To work closely with the booking secretary to ensure the smooth running of all property matters and to maintain a list of current key holders (ensuring the appropriate form D has been signed in each case)
* To report back to church council on all property matters

• 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

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 ……………..