**Role Outline**

**Role title: Pastoral Group Secretary**

In Methodist Church

The Pastoral Group Secretary is responsible for organising and acting as minutes secretary to the Pastoral Leaders Meeting.

*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.*

* To arrange a date for the Pastoral Group Meeting in conjunction with the Minister\* and the Pastoral Leaders;
* To keep and distribute minutes of the Pastoral Group Meetings to the Pastoral Leaders and the Minister\*;

• 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 Minister\* and 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 ……………..