**Role Outline**

**Role title: Church Maintenance Volunteer**

In Methodist Church

The property stewards undertake an annual assessment of the state of the building and identify maintenance tasks annually and on an ongoing basis.

*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\*.**

*Under supervision of the Property Stewards, maintenance volunteers may undertake:*

* the task allocated to them. Maintenance tasks may include putting out the bins, reading the meters, maintenance of the photocopier, servicing the fire extinguishers, cutting the grass, polishing the church floor. Church maintenance volunteers may also be recruited to help with the annual springing cleaning which may involve window cleaning, clearing gutters, painting, or other jobs for which individuals are qualified;

*Volunteers should also:*

* Take safety precautions to protect themselves whilst undertaking the task, including wearing protective gloves, overalls, hard hat and protective goggles if necessary;
* Report any concerns about health and safety before undertaking the task, ensuring that measures are put in place to minimise risk.
* Work in pairs in order to support each other in the task;
* Share pastoral concerns with the Minister\* and / or leaders.
* 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 ……………..