

# Safer Recruitment within the Methodist Church in Wales

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## 1.1 Introduction

This document has been prepared by the Safeguarding Team of Wales Synod and Synod Cymru as a guide for church ministers and safeguarding co-ordinators for recruiting and appointing unpaid officers, appointees and volunteers within the Methodist Church in Wales. It is intended only as a help through the process. It is not official Guidance and does not amount to official policy, and is therefore advisory rather than mandatory.

Guidance for paid appointments can be found on the Methodist Church website under Lay Employment Advisory Info and should be undertaken with the support of the District Lay Employment Secretary.

The following is a summary of information that can be found within the Safer Recruitment Policy of the Methodist Church 2013 and the Practice Guidance on Carrying Out DBS Checks 2015, both of which can be found on the Methodist Church Website together with guidelines and advice from the Methodist Church. Please consult the original documents if further clarification is needed. The District Safeguarding Officers are always happy to help with any questions you may have.

In the Appendix you will find role descriptions for several standard roles found throughout the Methodist Church. *We ask you to use these as they are, whenever possible.* Where local amendments are made, these should be shared with your District Safeguarding Officer before the appointment is made, in order to ensure that the role described meets the requirements of the Methodist Safer Recruiting Policy. This is essential with roles which may bring volunteers into direct contact with children, young people, or adults who may be at risk of harm. Volunteers involved in circuit or church projects whose roles fall outside these descriptions need to be provided with an accurate role description. DBS check requirements will depend upon the content of the role.

It is intended that the copies of the role description should be given to the volunteers for their personal use.

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm require the post holder to have a Disclosure and Barring Service (DBS) check. This is clearly marked on the job description. A separate role description is used for each role.**

The role descriptions form only part of the recruiting process. References and DBS checks (where necessary) must be received and checked before the role is taken up. There are additional safeguarding forms which need to be completed and can be found in the safeguarding section of the Connexional website at [www.methodist.org](http://www.methodist.org). Your circuit safeguarding co-ordinator can assist you with this.

## 1.2 Fulfilling roles within the church

Many people have fulfilled roles within the church for many years, and were appointed without the guidance of a Safer Recruitment Policy. In some churches, roles have grown organically over the years to the point where they include tasks which it is no longer considered safe for people to undertake in the name of the church. The Safer Recruitment Policy is not designed to stop church members supporting each other as friends, but it is essential to note that anyone working with people outside the guidelines of the role descriptions must recognize that they are acting as personal friends, and not in the name of the church, and that the protections of the Safeguarding Policy and insurance cover do not apply to them in that case.

### **1.3 The Recruitment Process**

The Recruitment Process: Please use the **10 Step Procedure for All Recruitment**, which you will find in the Practice Guidance on Carrying Out DBS Checks 2015, whenever a position is filled for the first time by a new individual. As part of that process, the individual should be given a copy of the Role Description found in Appendix 1, and the appointer should talk through the description with the applicant to ensure they both agree that the description is accurate.

Although most roles within the Church are subject to annual appointment by the Church Council or Annual Church meeting, only people taking on a role for the first time need to go through the entire recruitment process; it is not intended at this point (2015) that the policy is applied retrospectively.

### **1.4 Disclosure and Barring Service (DBS) checks**

Each Role Description has a section which indicates which, if any, level of DBS check needs to be undertaken. This is only valid if the role description is used unaltered. If any changes are made, please discuss this with the District Safeguarding Officer before making appointments.

DBS certificates are sent only to the applicant, and it is the responsibility of the person seeking appointment to a role to take this to the church safeguarding co-ordinator so that it can be logged.

The church or circuit co-ordinator (whichever is local practice) is required to keep a secure and confidential record of the name of every person with a DBS certificate, the role they are undertaking, whether the certificate applies to children or adults or both, the serial number of the certificate, and the date at which the certificate will need to be renewed.

If a DBS certificate is blemished, this must be referred to the Connexional Safeguarding Officer, and the applicant cannot be appointed or start in role until cleared to do so by the Connexional Officer.

A person must not start in a role which requires a DBS check before the Church Safeguarding Co-ordinator has had sight of the satisfactory certificate.

DBS checks are to be renewed every 5 years

Only people taking on a role which is labelled as requiring a DBS certificate should have a check done. Anyone applying for a further role within a church or circuit does not require a second criminal record check if the work is with the same workforce, i.e., children or adults at risk of harm.

### **1.5 Lone Worker guidance**

**Lone workers include those who:**

- work away from an office base (e.g. visiting)
- work outside normal working hours (e.g. cleaners)
- are the only person on the premises (e.g. administrator; caretaker)
- work in the same building as colleagues but in a space on their own (e.g. receptionists)

Both 'employers' and 'employees' have responsibilities in ensuring the safety of lone workers, including undertaking risk assessments and putting systems in place for calling for help when required. Further information is available at the Methodist Church Website under Guidance Risk Assessment for Lone Workers.

**Helpful resources:**

Health and Safety in churches and other places of worship downloadable from Methodist Insurance's website: Please refer to [www.methodistinsurance.co.uk](http://www.methodistinsurance.co.uk)

**1.6 Safeguarding ourselves to safeguard others.**

Ensure that policies and procedures are adhered to at all times. Using these tools is good practice that safeguards others and ourselves. Those who follow the policies are supported both by the church and insurers.

**1.7 Working with adults who are themselves at risk of harm who wish to volunteer.**

If this situation arises, please consult your circuit/district safeguarding officer, who will help you to consider potential risks, for example, ensuring that volunteers understand issues such as boundaries, self awareness, and the needs of the group.

## 2.1: Appendix 1: Role Descriptions

### Standard Role Descriptions

Please use these descriptions whenever possible. If your church has a role that doesn't fit any of these, please talk to the District Safeguarding Co-ordinator who will help you to design an appropriate description

The difference between leaders and assistants: Some of the role descriptions are categorized as assistants. These roles are designed for people who help out on an occasional basis in roles that do not involve close contact with children or adults at risk of harm. Assistants are always to work under the supervision of a person filling a "leader" role, and must not be put in charge of a group of children or adults at risk of harm. Assistants usually undertake roles such as catering assistant, activity assistant at Messy Church, young junior church helper, etc. They must not undertake any toileting tasks or any other form of intimate care.

Pastoral Visitors: This role description is significantly different to what many people have considered their role to be, but it conforms to CPD Standing Order 630-631. All pastoral visitors should be made aware of this role description, and those appointed as Pastoral Visitors for the first time should complete a DBS check before beginning the role.

Projects: drop in centres for addicts, services for refugees and asylum seekers, night shelter, luncheon club, etc.: if your church runs a programme like this, please contact the District Safeguarding Officer to help you write appropriate descriptions and determine what level DBS is required, if any

Fresh Expressions of Church which have been planted by Methodist churches or circuits are required to follow the Methodist Church Safeguarding Policies including Safer Recruiting. If your Fresh Expression requires role descriptions in addition to the ones set out below, please contact the District Safeguarding Officer for help

### Descriptions have been prepared for the following roles:

Role	DBS required?
Assistant Helper with Adults at Risk of Harm	no
Assistant Helper with Children and Young people	no
Church Council Secretary	no
Church Safeguarding Co-ordinator	yes
Church Steward	no
Church Treasurer	yes
Circuit Safeguarding Coordinator	yes
Circuit Steward	no
Communion Steward	no
Door Steward	no
Group Leader for Adults with Additional Needs	yes
Holiday Club Leader	yes
Junior Church Leader	yes
Messy Church Leader	yes

Organist/Choir Director	Depends: see role
Pastoral Visitor	yes
Vestry Steward	no
Youth Club Leader	yes

## **Assistant Helper With Adults At Risk Of Harm**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Volunteer in the [Name of Circuit]**

**Location: [Name of Church or Project]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church or Project]

The role of Assistant is designed for people who help out in roles that do not involve close contact with children or adults at risk of harm. Assistants are always to work under the supervision of a person filling a “leader” role, and must not be put in charge of a group of children or adults at risk of harm. Assistants usually undertake roles such as catering assistant, activity assistant at Messy Church, setting up luncheon club tables, etc. They must not undertake any toileting tasks or any other form of intimate care.

### **Purpose and Objectives:**

To assist the leaders of the church-run activity for adults at risk of harm in providing activities designed to encourage development of faith.

### **Main Tasks:**

- To be welcoming to all participants and their families/carers.
- To assist in preparing activities, premises and/ or refreshments as directed by the leaders.
- To complete designated safeguarding training within 6 months of first taking up the role.

### **Mutual support and accountability**

#### **As an Assistant Helper with Adults at Risk of Harm you:**

- Are appointed for the period from [Date] to [Date]
- Will be offered support, guidance and appropriate training

#### **The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work

- Ensure good communications at all levels

**Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

**DBS**

A DBS Certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Assistant Helper With Children And Young People**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Volunteer in the [Name of Circuit]**

**Location:** [Name of Church or Project]

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church or Project]

The role of Assistant is designed for people who help out in roles that do not involve close contact with children or adults at risk of harm. Assistants are always to work under the supervision of a person filling a “leader” role, and must not be put in charge of a group of children or adults at risk of harm. Assistants usually undertake roles such as catering assistant, activity assistant at Messy Church, young junior church helper, etc. They must not undertake any toileting tasks or any other form of intimate care.

### **Purpose and Objectives:**

To assist the leaders of the church-run activity for children or young people in providing activities designed to encourage development of faith.

### **Main Tasks:**

- To be welcoming to all children or young people and their families.
- To assist in preparing activities, premises and/ or refreshments as directed by the leaders.
- To complete designated safeguarding training within 6 months of first taking up the role.

### **Mutual support and accountability**

#### **As an Assistant Helper with Children or Young People you:**

Are appointed for the period from [Date] to [Date]

Will be offered support, guidance and appropriate training

#### **The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work

- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

DBS

A DBS Certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Church Council Secretary**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Church Council Secretary in the [Name of Church]**

#### **Responsible to:**

You will be responsible to the Church Council and the Minister of [Name of church]  
If you are unable to fulfil your responsibility due to illness, etc, you should notify this person as soon as is feasible.

#### **Purpose and Objectives:**

To deliver administrative support to the Minister, Church Leadership Team and Church Council.

#### **Main tasks:**

- To take, produce and file minutes of any church council meetings in line with local practice
- To provide a communication answering service for the church and its officers, referring matters as appropriate.
- To provide a general secretarial service to the Minister, Leadership Team and Church Council
- To complete returns and forms as required.

### **Mutual support and accountability**

#### **As Church Council Secretary you:**

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

#### **The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

**Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

DBS

A DBS certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Church Safeguarding Coordinator**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Church Safeguarding Coordinator in the [Name of Church]**

#### **Responsible to:**

The church council, the minister of [Name of Church] and the circuit safeguarding coordinator

#### **Purpose and Objectives:**

To promote safeguarding best practice in cooperation with the Minister in Pastoral Charge, Church Council and Church Stewards.

#### **Main tasks:**

- To support and advise the Minister, Stewards and Church Council in fulfilling their safeguarding roles
- To ensure that the Church maintains - and Church Council annually reviews - a safeguarding policy which is consistent with Methodist Church policies
- To ensure safeguarding is on the agenda for every Church Council meeting and that all church officer holders are aware of the terms of S.O. 010 concerning the holding of office, duty or responsibility and of the systems that have been established for sex offenders in keeping with S.O 690
- To ensure that all church office holders complete safeguarding forms and, where necessary, DBS vetting procedures before appointment
- To ensure that any incidents or allegations are documented, referred and followed up as necessary, including liaison with the Circuit and District Safeguarding Officers
- To ensure that systems have been established where appropriate for “those deemed to pose a risk to vulnerable groups” in keeping with S.O. 690
- To ensure that all safeguarding forms, records of safeguarding concerns and of attendance at training events are kept securely
- To ensure that copies of Safeguarding policies are available to all workers with children and adults at risk of harm
- To maintain a record of all DBS checks undertaken and to ensure that workers with children and adults at risk of harm reapply for DBS checks every five years

- To review the church's implementation of Safeguarding on an annual basis in liaison with Church Council. (See checklist at page 44 'Safeguarding Children and Young People')
- To ensure that workers with children and adults at risk of harm receive support and supervision and that their roles are reviewed regularly
- To liaise with the Circuit and District Safeguarding Officers to seek advice on safeguarding issues.
- To complete designated safeguarding training within 6 months of taking up the role.

### **Mutual support and accountability**

#### **As a church safeguarding coordinator you:**

- Are appointed from [Date] for 12 months
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

#### **The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

#### **DBS**

Due to the nature of this role a satisfactory enhanced DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Church Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Steward in [Name] Church**

#### **Purpose and Objectives:**

Church Stewards are appointed in accordance with CPD standing orders 632 - 634 and are corporately responsible along with the presbyter in pastoral charge for giving leadership and help over the whole range of the Church's life and activity.

#### **Main Tasks:**

- To be in attendance at Church Council meetings
- To uphold and act upon the decisions and policies of the Church Council including the safeguarding policies.
- To ensure that all services, meetings and other engagements listed on the circuit plan take place.
- To draw other members with appropriate skills and gifts into a leadership team.
- To ensure the church notices are prepared and disseminated.
- To oversee the collection and administration of all public collections.
- To oversee the necessary arrangements for the sacrament of baptism.
- To complete designated safeguarding training within 6 months of taking up the post.

### **Mutual support and accountability**

#### **As a steward you:**

- Are appointed from [date] for 12 months (in accordance with CPD standing order 606 - 607)
- Will be offered support, guidance and appropriate training

#### **The person you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

**Volunteer roles in the life of the church are for the building up of the body of Christ. If it is felt that there is a poor match between the skills you offer and the role, either you or the Church Council through the Minister may terminate the agreement with or without notice.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

**DBS**

As this role in itself does not involve direct contact with children and young people, or with adults at risk of harm, a DBS certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Church Treasurer**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Treasurer in the [Name of Church]**

**Responsible to:**

**The Church Council and the Minister of [Name of Church]**

### **Purpose and Objectives:**

Church Treasurers are appointed in accordance with CPD standing order 635 to be responsible for receiving all money raised on behalf of the Church and to meet all financial obligations as directed by the Church Council. The Treasurer is responsible for reporting on all financial matters to the Church Council.

### **Main tasks:**

- To receive all collections, gifts, donations, subscriptions and other moneys raised for the general church fund, the benevolence fund or the model trust fund and any money arising for such other accounts as the Church Council may direct
- To prepare and monitor budgets for the work of the Church
- To meet the financial obligations of the Church on behalf of the Church Council
- To present a statement of all such funds to the Church Council (and to any committees the Council may direct)
- To complete designated safeguarding training within 6 months of taking up the post

### **Mutual support and accountability**

#### **As a treasurer you:**

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

#### **The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

**Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

**DBS**

Due to the financial responsibility of this role a satisfactory DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Circuit Safeguarding Coordinator**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Circuit Safeguarding Coordinator in the [Name] Circuit**

#### **Responsible to:**

The Circuit Meeting, the Circuit Superintendent and the District Safeguarding Officer

**Responsible for:** Oversight of Church Safeguarding Coordinators in the Circuit

#### **Purpose and Objectives:**

To promote safeguarding best practice in cooperation with circuit ministers and stewards and to provide a point of reference to advise on safeguarding issues.

#### **Main Tasks:**

- To support and advise the Superintendent Minister and other circuit ministers, circuit stewards and church safeguarding coordinators in fulfilling their safeguarding roles.
- To ensure that the circuit maintains and annually reviews a safeguarding policy which is consistent with Methodist Church policies and is disseminated to all churches within the circuit.
- To ensure, in liaison with Circuit Ministers and Church Safeguarding Coordinators, that all churches in the Circuit maintain safeguarding policies which are consistent with Methodist Church policies.
- To ensure that all circuit officers holders are aware of the terms of S.O. 010 concerning the holding of office, duty or responsibility and of the systems that have been established for sex offenders in keeping with S.O 690.
- To ensure that all circuit office holders (including local preachers) complete safeguarding forms and vetting procedures before appointment and that records are kept.
- To ensure that records of attendance at safeguarding training are kept
- To ensure that records of safeguarding concerns are kept securely.
- To ensure that LEP's with Methodist involvement know which denomination's policy they are implementing.
- To ensure, in liaison with Circuit Ministers and Church Safeguarding Coordinators, that appropriate mechanisms are in place for regular oversight, support and review of all workers with children, young people and adults who may be at risk.

- To ensure that safeguarding is on the agenda for every circuit meeting.
- To ensure that any incidents or allegations are referred and followed up as necessary.
- To liaise with the District Safeguarding officer to seek advice on safeguarding issues.
- To ensure that circuit groups or events follow safeguarding policy and procedures.
- To complete designated safeguarding training within 6 months of taking up the post.

**Mutual support and accountability**

**As a Circuit Safeguarding Coordinator you:**

- Are appointed from [Date] for 12 months.
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

**The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

Due to the leadership nature of this role a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Circuit Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Steward in the [Name of Circuit]**

#### **Responsible to: The Circuit Meeting**

#### **Purpose and Objectives:**

Circuit Stewards are appointed in accordance with CPD standing order 530-534 to work as part of a team with the Superintendent, ministers and probationers appointed to the circuit for the spiritual and material well-being of the Circuit.

#### **Main tasks:**

- To work for the spiritual and material well-being of the Circuit
- To uphold and act upon decisions of the Circuit Meeting
- To be treasurers of the circuit fund (S.O. 532) and receive and disburse funds as directed by the circuit budget
- To report to the Circuit Meeting on the circuit accounts
- To ensure adequate interior decoration, furnishing and energy efficiency of the manses (S.O. 533)
- To oversee the process of invitations and re-invitations of circuit ministers (S.O. 534)
- To be sensitive to the needs of ministers and probationers and their families
- To keep themselves informed of the activities of each Local Church in the Circuit
- To meet with ministers and probationers at least twice each year, before the Circuit Meeting
- To be aware of district and connexional policies, including safeguarding policies, as they affect the Circuit and its Local Churches
- To complete designated safeguarding training within 6 months of taking up the role

#### **Mutual support and accountability**

#### **As a circuit steward you:**

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate

- Will be offered support, guidance and appropriate training.

**The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

A DBS certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Communion Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Communion Steward in the [Name of Church]**

#### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [Name of Church]

#### **Purpose and Objectives:**

Communion stewards are appointed in accordance with CPD standing order 637 as persons who will ensure that proper provision is made for the celebration of the Lord's Supper.

#### **Main tasks:**

- To make provision for the proper celebration of the sacrament of the Lord's Supper and for the holding of Love Feasts
- To direct the approach of communicants to the Lord's Table in an orderly and expeditious manner
- To arrange for the receiving and recording of any separate collections taken at the Lord's Supper as is the custom of the Church and to hand them to the Treasurer
- To complete designated safeguarding training within 6 months of first taking up the role

### **Mutual support and accountability**

#### **As a Communion Steward you:**

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training

#### **The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

**Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

**DBS**

A DBS certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Door Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Door Steward in the [Name of Church]**

#### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [Name of Church]

#### **Purpose and Objectives:**

To warmly welcome members and visitors to church services and related events, responding to requests for information and offering general support.

#### **Main tasks:**

- Working as part of a team (of at least two people) to open the church premises and ensure it is well presented and welcoming
- To welcome all members and visitors and respond appropriately to their individual needs
- To highlight any issues originating from discussions to the Pastoral Care Secretary/ Minister for action / information
- To supply books and materials as necessary
- To complete a log of attendance if required by the Minister / Church Council
- To secure the church premises in line with local instructions when leaving

### **Mutual support and accountability**

#### **As a steward you:**

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training

#### **The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

**Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.**

**Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.**

**DBS**

A DBS Certificate is not required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Holiday Club Leader**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Volunteer in the [Name of Circuit]**

**Location: [Name of Church or Project]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church or Project]

**Responsible for: [List the Job titles of those who report to the post holder]**

### **Purpose and Objectives:**

To reach out to children and their families, both from the Church and the wider community, by providing fun-based activities designed to encourage development of faith.

### **Main Tasks:**

- To be welcoming to all children and their families attending the club
- To attend planning meetings and contribute ideas
- To manage sessions in accordance with the Holiday Club policy, including gathering and updating essential information regarding each child and appropriate parental/guardian consents
- To be willing to listen to children and answer any questions honestly and with sensitivity
- To take responsibility for the safety and care of the children in a safe environment, on or off the premises, according to Church Safeguarding policies. This may include a response to a range of care needs including assistance with toileting in the absence of a parent or carer.
- To prepare activities appropriate for the age group
- To lead/assist in Bible story telling by drama, narration etc
- To lead/assist in organising games
- To lead/assist in running crafts
- To complete designated safeguarding training within 6 months of taking up the role

## Mutual support and accountability

### As a Holiday Club Leader you:

Are appointed for the period from [Date] to [Date]

Will be offered support, guidance and appropriate training

### The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

## DBS

Due to the nature of this role a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Junior Church Leader**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Junior Church leader in the [Name of Circuit]**

**Location: [Name of Church]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [name of Church]

**Responsible for: [List the Job titles of those who report to the post holder]**

### **Purpose and Objectives:**

Junior Church Leaders are appointed in accordance with CPD standing orders 660 – 662 as part of the team to develop and nurture young people to share their faith confidently and become part of the wider church family.

### **Main tasks:**

- To provide learning experiences which enable children and young people to have an understanding of the Bible and Christian faith
- To contribute to the team planning for Junior Church throughout the Connexional year using appropriate material
- To prepare and deliver activities appropriate for the age group.
- To maintain appropriate pastoral care links to the family and child/ children
- To take responsibility for the safety and care of the children in a safe environment on or off the premises according to Church Safeguarding policies. This may include a response to a range of care needs including assistance with toileting in the absence of a parent or carer
- To complete designated safeguarding training within 6 months of taking up the role, and to attend further safeguarding training as required

### **Mutual support and accountability**

#### **As a Junior Church Leader you:**

Are appointed in accordance with S.O. 660-662

Will enter upon a probationary period prior to being accredited by the church council.

Will undergo an initial review after an agreed period and then as appropriate

Will be offered support, guidance and appropriate training

**The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

Due to the nature of this role a satisfactory enhanced DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Leader In A Group For Adults With Additional Needs**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Volunteer in the [Name of Circuit]**

**Location: [Name of Church or Project]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church]

**Responsible for: [List the Job titles of those who report to the post holder]**

### **Purpose and Objectives:**

To design and lead appropriate activities based on Christian values for Adults with Learning Difficulties.

### **Main Tasks:**

- To be prepared to meet the challenge of working with all group members patiently and broad-mindedly
- To attend planning meetings and contribute ideas
- To engage with all members of the group by communicating on different levels and by using a variety of understandings and ideas
- To ensure all activities for the Club on or off the premises are carried out in accordance with the church safeguarding policies
- To encourage and appreciate small steps in development and learning
- To be positive and not judgmental
- To be aware of all sensory issues:- sight, smell, touch, taste and to be able to use these in activities
- To complete designated safeguarding training within 6 months of taking up the role

### **Mutual support and accountability**

#### ***A note on working with adults with additional needs:***

Adults with additional learning needs have the capacity to behave in ways outside expected patterns. Some can be very demonstrative with their affection and very trusting

of other people. Others may become verbally and physically challenging. These characteristics, or specific medical issues, can present challenges in a Safeguarding context.

**As a volunteer you:**

- Are appointed from **[Date]** for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

**The persons you are responsible to will:**

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

Due to the nature of this role a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Messy Church Leader**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Volunteer in the [Name of Circuit]**

**Location: [Name of Church or Project]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church]

**Responsible for: [List the Job titles of those who report to the post holder]**

### **Purpose and Objectives:**

Messy Church Leaders are appointed in accordance with CPD standing orders 660 – 662, to provide an alternative means of worship, reaching out to children and their families, both from the Church and the wider community, by providing fun-based activities designed to encourage development of faith.

### **Main Tasks:**

- To be welcoming to all those who attend
- To attend planning meetings and contribute ideas
- To be willing to listen to all who attend and answer any questions honestly and with sensitivity
- To ensure all activities on or off the premises are carried out in accordance with the church safeguarding policies.
- To prepare and lead activities/crafts appropriate to the theme
- To lead/assist in Bible story telling by drama, narration etc
- To lead/assist in worship
- To help with preparation and serving of food
- To complete designated safeguarding training within six months of taking up the role and further training as required

### **Mutual support and accountability**

#### **As a Messy Church Leader you:**

- Are appointed in accordance with S.O. 660-662

- Will enter upon a probationary period prior to being accredited by the church council.
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training

The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

Due to the nature of this role a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Organist/Choir Director**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Volunteer in the [Name of Circuit]**

**Location:** [Name of Church]

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [Name of Church]

**Responsible for:** [List the Job titles of those who report to the post holder]

### **Purpose and Objectives:**

Organists/choir directors are appointed to be part of a team to develop and nurture the worship of the church.

### **Main tasks:**

- To contribute to the team planning worship throughout the Connexional year using appropriate material
- To prepare and perform music appropriate for public worship and where possible for occasional services
- To arrange regular tuning of the organ and or piano through the church property steward and report problems or arrange repairs through the property team
- Should you be unavailable for services due to illness etc., to advise the minister or church steward, and to delegate to an assistant when as appropriate
- To arrange and lead necessary practice sessions for musicians
- To ensure all musical activities for children, young people or adults who may be at risk of harm on or off the premises are carried out in accordance with the church safeguarding policies
- To complete designated safeguarding training within 6 months of taking up the role

## Mutual support and accountability

### As an organist/choir director you:

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

### The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

### DBS

If in the role of organist/ choir director there is any involvement with children, young people or adults at risk of harm, a satisfactory enhanced DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Pastoral Visitor

### Background and introduction:

**PLEASE NOTE: This Role Description assumes a high level of involvement in pastoral care. If it is not appropriate for particular Pastoral Visitors, it should be amended to reflect the role as it is constituted in your church or circuit.**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Pastoral Visitor in the [Name of Church]**

**Responsible to: The church council of [Name of Church]**

### Purpose and Objectives:

Pastoral visitors are appointed in accordance with CPD standing orders 630 - 631 to share in the pastoral care of all those whose names are on the community role of the church.

*They carry out the Church's ministry of providing support, advice and spiritual guidance; are appointed by the Church Council and receive training and supervision to assist them in visiting those with particular needs. Training should include awareness of the needs of the people they will visit; guidance on conduct; how to report concerns. Workbooks and other training materials are used<sup>1</sup>.*

### Main Tasks:

- To exercise pastoral care over those committed to their charge
- To visit or meet with those on their pastoral list regularly
- To encourage members to fulfil their commitments as set out on the ticket of membership and where appropriate to encourage others to consider membership
- To liaise with the minister regarding any particular needs
- To pray regularly for those on their pastoral list
- To be a member of the church Pastoral Committee, as laid out in standing order 644

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<sup>1</sup> See page 21 of *The Methodist Church in Britain Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment for England and Wales – August 2015*

- To complete designated safeguarding training within 6 months of taking up the role

## Mutual support and accountability

### A note on pastoral care:

The essential pastoral care role is offering support and encouragement as outlined in CPD standing orders 630-631. In addition you are expected to follow the guidelines for good practice in confidentiality and pastoral care, available in an appendix to CPD. A copy is attached to this role description.

However in situations of particular need you will find yourself being asked to or feeling the need to offer practical help, *for example undertaking shopping and bill paying tasks and conveying individuals to hospital appointments. For this reason you will be considered as having substantial involvement with vulnerable adults / adults at risk of harm and you will need a DBS check (see below).*<sup>2</sup>

*There are particular difficulties and risks in providing substantial assistance to an individual and additional guidance will be required for circumstances where you may be asked to and agree to:*

- *Provide intimate care including assistance with feeding.*
- *Undertake responsibility for financial management of an individual, including banking – as in the example above.*
- *Accept a “power of attorney role” for a member of your pastoral group.*

*Should you find yourself in a position where you are asked to be involved in this level of care you should discuss with your minister / safeguarding coordinator before commencing, or if a situation arises in an emergency you should make a note of what has taken place and raise with the minister / safeguarding coordinator as soon as possible thereafter.*

### As a pastoral visitor you:

- Are appointed by the church council from [Date] for 12 months
- (in accordance with CPD standing order 630)
- Will be publicly recognised and commissioned at a service arranged for the purpose when you are first appointed
- Will be offered support, guidance and appropriate training through the Pastoral Committee

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

## DBS

Due to the nature of this role which includes unsupervised access to vulnerable groups, including in their homes, a satisfactory enhanced DBS certificate is required, to be renewed every 5 years.

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<sup>2</sup> See page 28 of *The Methodist Church in Britain Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment for England and Wales – August 2015*

## Part 14 Guidelines for Good Practice in Confidentiality and Pastoral Care

The Conference in 2008 directed that this Section from the report *With Integrity and Skill - Confidentiality in the Methodist Church* be included in the Guidance section of CPD and made available on the Methodist Church website.

### Guidelines for Good Practice in Confidentiality and Pastoral Care

Within these Guidelines the expression 'Pastoral Worker' refers to lay, ordained, paid and voluntary persons who exercise a pastoral role within or on behalf of the Methodist Church.

- 1 In order to establish a relationship of trust within a pastoral relationship and within the wider church community, it is important that the things people share are treated in confidence. There are three exceptions to this.
  - If someone specifically gives the pastoral worker permission to pass on something they have said (eg, they give permission for a situation they are facing to be mentioned in the intercessions at church).
  - If a person discloses information that leads a pastoral worker to think that that person or another person is at risk.
  - If a person indicates that he has been involved in or is likely to become involved in the commission of a serious criminal offence.
  
- 2 In the second and third cases information should be passed on to the appropriate person or agency. Wherever possible the person disclosing information should be supported in sharing that information himself or herself. If that is not possible they should be encouraged to give permission for the information to be passed on.<sup>3</sup> Only if this is not possible should the pastoral worker disclose the information to the appropriate third party without permission. A child would not necessarily be expected to disclose information themselves, but they should be carefully consulted. Guidance on the safeguarding of Children, Young People and vulnerable adults can be found on the Methodist Church website<sup>4</sup>
  
- 3 When a person indicates that what he or she is saying is to be kept confidential, it should be understood that it will remain so, subject to the circumstances outlined above. There is a further responsibility on behalf of the person offering care in the pastoral context to assume confidentiality even without this being explicitly raised. Seeking the permission of the person disclosing information as to whom it might be shared with and in what circumstances is an important part of building up trust and demonstrating that they and their story are valued. A trust that is born of a community in which confidentiality is normally maintained will lead to confidence that those who offer care are able to exercise proper judgement on those rare occasions when confidentiality needs to be broken.
  
- 4 **Supervision**

All those in a recognised pastoral relationship should be supported through a structure of formal reflective practice (called 'supervision'). Each church or Circuit should have a supervision system in place for their pastoral workers, providing someone they can talk to, seek advice from and share with, in confidence, issues and concerns about a visit or a series of visits. This may be an experienced pastoral visitor, pastoral secretary, a lay pastoral worker, a presbyter, deacon or a professional supervisor. Details about possible models of supervision can be found on the Methodist Church website<sup>5</sup>
  
- 5 **Self-Awareness**

If the pastoral worker has an urge to pass on information, what is their motivation? Has the information shocked, alarmed or offended them? Has the information caused painful memories to surface from their own history? Is there a sense of power connected to knowing this information when others do not? On the other hand, would it help the person or people in the midst of a pastoral situation to pass the information on? If so, the person disclosing should be encouraged to share their own story, or give permission for it to be told. Three simple headings can help those in a pastoral relationship to develop their self-awareness in regard to confidentiality.
  
- 6 **When to tell**

When permission has been given by the 'owner of the story'.

When an individual/individuals will be at risk of harm if the information is not passed on.

When information has been disclosed about a serious criminal offence that has taken place or is planned.

In the context of supervision, with the prior knowledge of the individual that this may take place.
  
- 7 **What to tell**

What are the facts of the story? These need to be told without gloss or 'spin'. Only sufficient information should be passed on to enable the giving of support, practical help or informed prayer. Avoid sharing more than is needed.

In a supervision context it would be usual practice not to give details of names, but an outline of the situation and the pastoral worker's response.
  
- 8 **Who to tell**

Identify the most appropriate person (if any) to pass the information on to. Who can help or has the resources or access

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<sup>3</sup> Care must be exercised to not prejudice or risk prejudicing any possible police investigation. See, for example, SO 1120(6) for guidance.

<sup>4</sup> [www.methodist.org.uk](http://www.methodist.org.uk)

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to support for the person concerned? Who will most appropriately support the pastoral worker in reflecting on what they have heard?

Identify any persons or groups who should not be told. It should not be assumed that the person concerned has told their family or friends.

It is not good practice for pastoral workers to share pastoral information about third parties with members of their family. People would not expect a GP to pass on to her or his spouse confidential medical information, yet often assumptions are made that to tell a pastoral worker information will lead automatically to their partner knowing. Boundaries of confidentiality need to be made clear to all concerned, and the family members of the person offering care should not be expected to carry the responsibility of holding such information.

## **9 Prayer Support**

People's names and situations should only be mentioned in public worship and contexts of open prayer if they have given express permission. This applies to prayers written in books, hung on prayer trees and passed on to prayer chains and networks.

Care should be taken when a worship leader or preacher invites topics for intercessory prayer that people understand that they should only share information about people that is given with their permission.

## **10 Church Meetings**

The limits of confidentiality within any church meeting need to be identified and kept to - not by implicit assumption but by explicit and agreed policy. Applying the general principles that information is only passed on when permission is given and that the person involved knows the context in which it will be shared will enable meetings to remain in good order.

Groups discussing the status of an individual need to be reminded of the confidential nature of their business. Disciplinary proceedings of the Church operate under strict rules of confidentiality, which are fully explained in *Complaints and Discipline in the Methodist Church: A Step by Step Guide to the Standing orders on Complaints and Discipline*<sup>6</sup>

## **11 Dual Roles**

The boundaries of a pastoral relationship can be blurred. A pastoral visitor may also be a former nurse and a volunteer visitor at the local hospital. This may give her access to church members as patients, in which case it is important that she and the church member are both clear about which 'hat' she is wearing. It may be that pastoral support would need to be offered by a different member of the church or Circuit.

Sometimes the person offering care has dual responsibilities on behalf of the Church (eg, a Chair of District who is responsible for pastoral care of presbyters as well as their discipline and their stationing). In such situations the status of the conversation should be made as clear as possible from the outset. The speaker should be asked to state what his or her expectations are. The listener should make it clear whether he or she is willing to be bound to complete confidentiality in advance and explain in what circumstance they would feel an obligation to share or use the information given.

If during the course of a pastoral conversation a listener realises that there is material that might need to be used in a context beyond pastoral support, the speaker should be told.

## **12 Multiple Contexts**

A pastoral worker may have privileged knowledge of an individual from another context (eg, barrister, GP? counsellor). Best practice is that information disclosed by an individual remains within the geographical or professional context in which it was disclosed.

If a person has given permission for their situation to be prayed about by a prayer group and a member of that group has contact with them in another pastoral setting, it is not appropriate for that information to be shared in that other setting without permission being sought.

## **13 Multiple Needs**

Where there are multiple parties within the church or within a family with a range of needs, different sources of pastoral support for those parties will need to be offered. This is particularly the case in a situation of abuse, where victim and perpetrator should not have the same pastoral supporter.

It may also be that a church's pastoral system has visitors that care for particular groups within the life of the church, such as young people.

## **Confidentiality and Technology**

### **14 Data Storage**

When a computer is passed on, sensitive and confidential data from the hard drive should be permanently deleted. Security software can be purchased to do this. Alternatively hard drives should be removed from equipment being disposed of.

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<sup>6</sup> Clifford Bellamy, *Complaints and Discipline in the Methodist Church: A Step by Step Guide to the Standing Orders on Complaints and Discipline*, Third Edition, 2008 (available from Methodist Publishing - for contact details see the beginning of this volume).

Where data is stored in such a way that there is shared access, proper use of passwords should be made to limit access to appropriate persons. This is true of those whose computers are based at home and used by family members, as well as those who work in an office.

When data is stored on portable media, including: CD and DVD ROMs, floppy discs, USB drives, mobile phones and laptops, care needs to be taken to password protect files and machines.

If using a Wireless Local Area Network (WLAN) to store, send or receive confidential information, it is important to ensure that a high level of security encryption is enabled.

**15 Social Networks and Websites**

Sites such as Facebook and Myspace are increasingly popular and are used by many people as a source of support and friendship. People are often quite relaxed about the amount of information they disclose about themselves and possibly about others. It is important to apply the principle about 'who owns the story' in what is shared about others online.

**16 Remote Printing and Faxing**

If using fax machines or printers that are networked from a computer into another room, in a busy office for instance, it should be ensured that sensitive information is not left unattended.

**17 Photocopiers**

Originals of sensitive material should not be accidentally left on the photocopier; the next person to use the machine may not understand the confidential nature of what has been left for all to see. Some copiers retain a scan of a document until the next document has been copied. If a print run is interrupted (due to lack of ink or paper) it may be that the next person to use the machine finds that the outstanding copies print out when they have stocked up the paper or ink.

**18 Email**

In families and in offices it is not unusual for people to have shared mailboxes allowing general access. Where possible, in-boxes should be password protected.

Any email that contains personal data about a third party should only be sent with their permission and should be treated with the same care and attention as any other written information being passed on. It is important to take care not accidentally to 'reply to all' if the contents of your reply to an email should not appropriately be seen by the wider group. When emailing a group, if the members have not given permission for their details to be circulated within the group they should be mailed using the 'blind carbon copy' (ie bcc) facility.

**19 Protecting Contents**

When sending documents, secure the contents against accidental or deliberate alteration by converting documents into a secure format such as PDF.

**20 Mobile Technology**

The same care should be taken in passing on texts as when using any other method of passing on information. It is important not to discuss personal details of individuals whilst using a mobile phone in a public place.

Documents, images, sound recordings and videos can easily be made and passed on using various kinds of mobile technology. If sending data by Bluetooth it is important to remember that unintended people may have their Bluetooth connectivity set to 'on' and be able to receive information. When sending confidential or potentially sensitive data it is important to target a particular device (phone or laptop), rather than use a general broadcast, which may be picked up by other devices within range.

**21 Shredding**

The increase in cases of identity theft has brought to light the need for careful disposal of sensitive or personal information. Documents containing personal details or confidential information should be shredded before binning or recycling.

**I have read and understood this role description.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Vestry Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

### **Steward in [Name of Church]**

#### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [Name of Church]

#### **Purpose and Objectives:**

Vestry stewards are responsible for looking after the needs of those appointed to lead worship before, during and after the service.

#### **Main Tasks:**

Before the service:

- To put hymns and readings on boards and display them in Church
- To put fresh water and a clean glass in the pulpit
- To welcome the preacher and check whether they need anything.
- To inform the preacher of any particular circumstances of which they need to be aware
- To pray with the preacher in the vestry
- To show the preacher into church

During the service:

- To be aware of, and respond to, anything the preacher may need

After the service:

- To take down and put away the hymn and reading boards
- To remove the glass and water jug from the pulpit and wash them
- To help the preacher with anything they may need

### **Mutual support and accountability**

#### **As a vestry steward you:**

- Are appointed from [Date] for 12 months ( in accordance with CPD standing order 606-607)

- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

**The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

A DBS certificate is not required for this role

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Youth Club Leader**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

**Volunteer in the [Name of Circuit]**

**Location: [Name of Church or Project]**

### **Responsible to:**

You will be under the supervision of [Name]

and the Minister of [Name of Church]

**Responsible for: [List the Job titles of those who report to the post holder]**

### **Purpose and Objectives:**

Youth Club Leaders are appointed in accordance with CPD standing orders 660 – 662 as part of the team to develop and nurture young people to share their faith confidently and become part of the wider church family.

### **Main tasks:**

- To manage sessions that adhere to the Youth Club's policy
- To provide learning experiences which enable young people to have an understanding of the Bible and Christian faith
- To contribute to the team planning for Youth Club throughout the year using appropriate material
- To prepare and deliver activities appropriate for the age group
- To ensure all activities for Youth Club on or off the premises are carried out in accordance with the church safeguarding policies
- To maintain appropriate pastoral care links to the family and young persons
- To complete designated safeguarding training within 6 months of taking up the post

### **Mutual support and accountability**

#### **As a Youth Club leader you:**

- Are appointed in accordance with S.O. 660-662

- Will enter upon a probationary period prior to being accredited by the church council.
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training

**The persons you are responsible to will:**

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

***Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.***

***Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.***

**DBS**

Due to the nature of this role a satisfactory enhanced DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **2.2 Appendix 2 : Part 14 Guidelines for Good Practice in Confidentiality and Pastoral Care**

The Conference in 2008 directed that this Section from the report *With Integrity and Skill - Confidentiality in the Methodist Church* be included in the Guidance section of CPD and made available on the Methodist Church website.

### **Guidelines for Good Practice in Confidentiality and Pastoral Care**

Within these Guidelines the expression 'Pastoral Worker' refers to lay, ordained, paid and voluntary persons who exercise a pastoral role within or on behalf of the Methodist Church.

In order to establish a relationship of trust within a pastoral relationship and within the wider church community, it is important that the things people share are treated in confidence. There are three exceptions to this.

If someone specifically gives the pastoral worker permission to pass on something they have said (eg, they give permission for a situation they are facing to be mentioned in the intercessions at church).

If a person discloses information that leads a pastoral worker to think that that person or another person is at risk.

If a person indicates that he has been involved in or is likely to become involved in the commission of a serious criminal offence.

In the second and third cases information should be passed on to the appropriate person or agency. Wherever possible the person disclosing information should be supported in sharing that information himself or herself. If that is not possible they should be encouraged to give permission for the information to be passed on.<sup>7</sup> Only if this is not possible should the pastoral worker disclose the information to the appropriate third party without permission. A child would not necessarily be expected to disclose information themselves, but they should be carefully consulted.

Guidance on the safeguarding of Children, Young People and vulnerable adults can be found on the Methodist Church website<sup>8</sup>

When a person indicates that what he or she is saying is to be kept confidential, it should be understood that it will remain so, subject to the circumstances outlined above. There is a further responsibility on behalf of the person offering care in the pastoral context to assume confidentiality even without this being explicitly raised. Seeking the permission of the person disclosing information as to whom it might be shared with and in what circumstances is an important part of building up trust and demonstrating that they and their story are valued. A trust that is born of a community in which confidentiality is normally maintained will lead to confidence that those who offer care are able to exercise proper judgement on those rare occasions when confidentiality needs to be broken.

### **Supervision**

All those in a recognised pastoral relationship should be supported through a structure of formal reflective practice (called 'supervision'). Each church or Circuit should have a supervision system in place for their pastoral workers, providing someone they can talk to, seek advice from and share with, in confidence, issues and concerns about a visit or a series of visits. This may be an experienced pastoral visitor, pastoral secretary, a lay pastoral worker, a presbyter, deacon or a professional supervisor. Details about possible models of supervision can be found on the Methodist Church website<sup>9</sup>

### **Self-Awareness**

If the pastoral worker has an urge to pass on information, what is their motivation? Has the information shocked, alarmed or offended them? Has the information caused painful memories to surface from their own history? Is there a sense of power connected to knowing this information when others do not? On the other hand, would it help the person or people in the midst of a pastoral situation to pass the information on? If so, the person disclosing should be encouraged to share their own story, or give permission for it to be told. Three simple headings can help those in a pastoral relationship to develop their self-awareness in regard to confidentiality.

### **When to tell**

When permission has been given by the 'owner of the story'.

When an individual/individuals will be at risk of harm if the information is not passed on.

When information has been disclosed about a serious criminal offence that has taken place or is planned.

In the context of supervision, with the prior knowledge of the individual that this may take place.

### **What to tell**

What are the facts of the story? These need to be told without gloss or 'spin'. Only sufficient information should be passed on to enable the giving of support, practical help or informed prayer. Avoid sharing more than is needed.

In a supervision context it would be usual practice not to give details of names, but an outline of the situation and the pastoral worker's response.

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<sup>7</sup> Care must be exercised to not prejudice or risk prejudicing any possible police investigation. See, for example, SO 1120(6) for guidance.

<sup>8</sup> [www.methodist.org.uk](http://www.methodist.org.uk)

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## Who to tell

Identify the most appropriate person (if any) to pass the information on to. Who can help or has the resources or access to support for the person concerned? Who will most appropriately support the pastoral worker in reflecting on what they have heard?

Identify any persons or groups who should not be told. It should not be assumed that the person concerned has told their family or friends.

It is not good practice for pastoral workers to share pastoral information about third parties with members of their family. People would not expect a GP to pass on to her or his spouse confidential medical information, yet often assumptions are made that to tell a pastoral worker information will lead automatically to their partner knowing. Boundaries of confidentiality need to be made clear to all concerned, and the family members of the person offering care should not be expected to carry the responsibility of holding such information.

## Prayer Support

People's names and situations should only be mentioned in public worship and contexts of open prayer if they have given express permission. This applies to prayers written in books, hung on prayer trees and passed on to prayer chains and networks.

Care should be taken when a worship leader or preacher invites topics for intercessory prayer that people understand that they should only share information about people that is given with their permission.

## Church Meetings

The limits of confidentiality within any church meeting need to be identified and kept to - not by implicit assumption but by explicit and agreed policy. Applying the general principles that information is only passed on when permission is given and that the person involved knows the context in which it will be shared will enable meetings to remain in good order.

Groups discussing the status of an individual need to be reminded of the confidential nature of their business. Disciplinary proceedings of the Church operate under strict rules of confidentiality, which are fully explained in *Complaints and Discipline in the Methodist Church: A Step by Step Guide to the Standing orders on Complaints and Discipline*<sup>10</sup>

## Dual Roles

The boundaries of a pastoral relationship can be blurred. A pastoral visitor may also be a former nurse and a volunteer visitor at the local hospital. This may give her access to church members as patients, in which case it is important that she and the church member are both clear about which 'hat' she is wearing. It may be that pastoral support would need to be offered by a different member of the church or Circuit.

Sometimes the person offering care has dual responsibilities on behalf of the Church (eg, a Chair of District who is responsible for pastoral care of presbyters as well as their discipline and their stationing). In such situations the status of the conversation should be made as clear as possible from the outset. The speaker should be asked to state what his or her expectations are. The listener should make it clear whether he or she is willing to be bound to complete confidentiality in advance and explain in what circumstance they would feel an obligation to share or use the information given.

If during the course of a pastoral conversation a listener realises that there is material that might need to be used in a context beyond pastoral support, the speaker should be told.

## Multiple Contexts

A pastoral worker may have privileged knowledge of an individual from another context (eg, barrister, GP? counsellor). Best practice is that information disclosed by an individual remains within the geographical or professional context in which it was disclosed.

If a person has given permission for their situation to be prayed about by a prayer group and a member of that group has contact with them in another pastoral setting, it is not appropriate for that information to be shared in that other setting without permission being sought.

## Multiple Needs

Where there are multiple parties within the church or within a family with a range of needs, different sources of pastoral support for those parties will need to be offered. This is particularly the case in a situation of abuse, where victim and perpetrator should not have the same pastoral supporter.

It may also be that a church's pastoral system has visitors that care for particular groups within the life of the church, such as young people.

## Confidentiality and Technology

### Data Storage

When a computer is passed on, sensitive and confidential data from the hard drive should be permanently deleted. Security software can be purchased to do this. Alternatively hard drives should be removed from equipment being disposed of.

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Where data is stored in such a way that there is shared access, proper use of passwords should be made to limit access to appropriate persons. This is true of those whose computers are based at home and used by family members, as well as those who work in an office.

When data is stored on portable media, including: CD and DVD ROMs, floppy discs, USB drives, mobile phones and laptops, care needs to be taken to password protect files and machines.

If using a Wireless Local Area Network (WLAN) to store, send or receive confidential information, it is important to ensure that a high level of security encryption is enabled.

## **Social Networks and Websites**

Sites such as Facebook and Myspace are increasingly popular and are used by many people as a source of support and friendship. People are often quite relaxed about the amount of information they disclose about themselves and possibly about others. It is important to apply the principle about 'who owns the story' in what is shared about others online.

## **Remote Printing and Faxing**

If using fax machines or printers that are networked from a computer into another room, in a busy office for instance, it should be ensured that sensitive information is not left unattended.

## **Photocopiers**

Originals of sensitive material should not be accidentally left on the photocopier; the next person to use the machine may not understand the confidential nature of what has been left for all to see. Some copiers retain a scan of a document until the next document has been copied. If a print run is interrupted (due to lack of ink or paper) it may be that the next person to use the machine finds that the outstanding copies print out when they have stocked up the paper or ink.

## **Email**

In families and in offices it is not unusual for people to have shared mailboxes allowing general access. Where possible, in-boxes should be password protected.

Any email that contains personal data about a third party should only be sent with their permission and should be treated with the same care and attention as any other written information being passed on. It is important to take care not accidentally to 'reply to all' if the contents of your reply to an email should not appropriately be seen by the wider group. When emailing a group, if the members have not given permission for their details to be circulated within the group they should be mailed using the 'blind carbon copy' (ie bcc) facility.

## **Protecting Contents**

When sending documents, secure the contents against accidental or deliberate alteration by converting documents into a secure format such as PDF.

## **Mobile Technology**

The same care should be taken in passing on texts as when using any other method of passing on information. It is important not to discuss personal details of individuals whilst using a mobile phone in a public place.

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## **Shredding**

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