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| **This role outline is an example and can be adapted to each local situation.**  **NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements as they may also then need to change.** | | | | | | |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| JMA Secretary | Church Council | * To ensure that the JMA money boxes that are held by the collectors are collected and emptied at least once a year by two people. * To ensure that amounts are recorded, and total monies are passed on to the Church Treasurer for onward transmission. * To distribute JMA magazines as they are received (2/3 times a year) to the collectors. * To order appropriate certificates and badges (and gifts, if appropriate) and organise their presentation at a Sunday morning service on a convenient date with agreement of the preacher. Advise the collectors of the date so they have every opportunity to attend. * To link up those in the Church who are prepared to give with a collector. * To share any pastoral concerns with the minister and / leaders * Notify the Safeguarding Officer or Minister of any safeguarding issues. | As described here - this role is not required to have a DBS check |  |  | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/)  **Confidential Declaration –**  [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/) |