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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/)  |