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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**  |
| Property Steward | Church Council  | * Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary
* After each quinquennial inspection consider the findings and recommendations and take any action required in consequence
* Prepare and consider the annual property schedules.
* Consider such matters as the purchase, sale, extension, or alteration of the property and take appropriate action
* Maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material.
* Present an annual report on the local property to the Circuit Meeting.
* Work together with other members of the property committee to ensure maintenance and upkeep of the church premises
* To work closely with the booking secretary and safeguarding officer to ensure the smooth running of all property matters and to maintain a list of current key holders.
* To report back to church council on all property matters
* To share pastoral concerns with the Minister and/or pastoral leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.
 | As a Trustee this role is eligible for an Enhanced DBS check.  | Adult and child  |  | **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/) **If a key Holder - Key Holder Form D** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/) |