

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: **Chapel Leadership Team (LT)**

Location: Barnsley Methodist Circuit (Emmanuel)

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is the LT & it's Representatives?

The Bible tells us that a gift in administration is a gift from the Holy Spirit and it is within that context that the financial and administration work that is done for the Church is done in Christ's name to promote Christ's Kingdom. Without someone to look after this work in the Church, Christ's work would not be done. It is a great privilege to be involved in this aspect of Church life, but it carries with it certain responsibilities & obligations.

People on the LT currently fall under, and are part of, one or more of the following sub-groups:-

- Finance & Business Enterprise – this includes, but not limited to, contracts - ie utilities and internet; banking; links to the Church Council; finance team; income and expenditure - including cost control; 'commercial' side eg renters and wider income generation; grants & the Grants Team; & the cleaning company (where applicable).
- Health, Safety & Compliance - this includes, but not limited to, risk assessments; audits; fire; safety inspection regimes; policies; insurance; PAT testing; asset register; & food hygiene and standards.
- Maintenance & Property - this includes, but not limited to, maintenance activities and the caretakers workload; general maintenance and oversight of building use and upkeep; eco church & the Eco-Group; and warm spaces (where applicable)
- Pastoral & Worship - this includes, but not limited to, church services; flowers; housegroups; prayer ministry / chain; worship coordination; & links to outreach groups (where applicable)
- Tech - this includes, but not limited to, the website; newsletters; tech desk; preaching plan rotas on the Services app; phones and internet; tech-based licensing; & domain and hosting licences / systems.
- Children's & Young People Groups - this includes, but not limited to, Roots / Junior Church; Toddler Group; Messy Church; & Development of the young people's provision with the Circuit.
- General Co-ordination & Management - this includes, but not limited to, day to day church coordination and enquiries or queries; safeguarding (with a link to the Church Council & Circuit); consent forms; GDPR; & links to other Church Councils & the Circuit (and basically anything not covered by the other LT roles).

Skills Required

- Listening & non-judgemental attitude
- Ability to engage in group conversations
- Work independently & as part of a team
- Support other LT representatives (both in meetings & during the month)

The role of a Leadership Team Representative

- Join & contribute to one of the above sub-groups (where applicable)
- Attend all monthly meetings (where possible, & if not send apologies & written report) - meetings are Face-to-Face & Zoom
- Act as a link to keep people together & in touch with church life across the Chapel, the Church & the Circuit.
- Receive the agenda, minutes & any relevant papers (electronically)
- Report the minutes of the meeting back to others in your sub-group who are not LT representatives chapel members for discussion & action
- Fulfil any resolutions or actions from the meeting/s
- Help & support the chapel congregation & members with any questions or queries about LT & decisions made at meetings

Time / Commitment Required

- Meetings – monthly approx. 2 hours
- 1+ hours – to write & read all papers emailed & circulated before & after the meeting/s
- During the month, time spent on LT tasks can be at least 5 – 12+ hours depending on the sub-group & role, & what needs doing
- The role of the LT representative is for a minimum of 3 years

What requirements are needed to fulfil the role of a Leadership Team Representative?

- To be a member of the Methodist Church
- As a minimum - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending the chapel to the Safeguarding officer and / or minister.
- A satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Completion of the EDI (Equality, Diversity & Inclusion) Training Course.
- Recommended but not compulsory - completion of the Unconscious Bias training.

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.