

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:	Church Council Representative
Location:	Barnsley Methodist Circuit
Responsible to & supported by:	Ministers, Lay Workers, & Church & Chapel representatives

What is a Church Council Representative?

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 His 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.

Each of the 3 Churches are made up of specific chapels

- NW is made up of 5 chapels - Buckley, Dodworth, Emmanuel, Higham & Kexborough + community from Silkstone Common.
- NE is made up of 5 chapels – Brierley, Hemsworth, Monk Bretton, Ryhill & Staincross
- South is made up of 5 chapels – Hoyland & Birdwell, Darfield Wesley, Great Houghton, Pilley & Wombwell

The multisite model (ie: more than 1 chapel under the one umbrella church) that was adopted in 2015. Each local chapel has up to 3 representatives each that are elected onto the council. In addition to this number of elected representatives, there are various specific ex-officio roles that include (but not limited to) Treasurer, Pastoral Secretary, Minutes Secretary, Property Co-ordinator, Safeguarding Officer & Grants Co-ordinator.

Skills Required

- Listening & non-judgemental attitude
- Ability to engage in group conversations
- Be a member of the Methodist Church
- Willingness to become a Managing Trustee of the Church Council & act strictly in accordance with the charity's governing documents
- Understand the role, (conversations with local chapel and the minister prior to appointment would be useful)

The role of a Church Council Representative

- Attend all meetings (where possible, & if not send apologies) - meetings are conducted 4 times a year to discuss, resolve & vote on matters arising in the specific Church (ie: NW, NE & South) as a whole church & individual chapels

- Act as a link to keep people together & in touch with church life across the Church & in individual chapels
- Receive the agenda, minutes & any relevant papers (preferably electronically)
- Report the minutes of the meeting back to chapel members for discussion & action
- Act upon any resolutions from the meeting/s at local chapel level
- Offer support & encouragement to all from other chapels at the meeting
- Help & support the ex-officio roles on the Church Councils

Time / Commitment Required

- 2-3 hours every 3-4 months at an in-person meetings (chapel venues vary) or on Zoom (if required)
- 1+ hours - read all papers emailed & circulated before & after the meeting/s
- The role of the Church Council representative is for 6 years, & elected by each chapel and formally appointed by the council itself.

What requirements are needed to fulfil the role of being a Church Council Representative?

- 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 Worship Steward, 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.