

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: Welcome Steward

Location: Barnsley Methodist Circuit

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

What is a welcome sanctuary steward?

The atmosphere in our churches is often generated by the welcome sanctuary stewards through their welcome. Welcoming those involved and ensuring that door stewards are there to greet both regular attenders and those attending for the first time, is one of the most important frontline roles. The Welcome Steward is the first person people see on a Sunday as they enter the chapel.

Skills Required

- Communication Skills
- Friendly
- Enthusiasm
- Work as a team

Time / Commitment Required

- 20-30 minutes before the start of a service (this will vary across chapels)
- 2+ sessions per 3 month preaching plan

The role of a welcome sanctuary steward

- Give notice of availability for the rota on a Sunday morning & ad hoc events
- Arrive in plenty of time for the agreed date/s
- Open / unlock all doors
- Work with fellow welcome sanctuary stewards & Worship Steward
- Welcome everyone with a smile & dignity
- Give out any notices or anything required for the service
- Show new people where to go & sit, where the toilets are, answer questions etc.
- Remain in the foyer (or back of the church 10 mins after the service in case people arrive late)
- At the end of the service open the doors, say goodbye as people leave & answer any questions

What requirements are needed to fulfil the role of a welcome steward?

- 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.
- Recommended but not compulsory - 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.