

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: **Bank Transaction Monitor**

Location: Barnsley Methodist Circuit

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

What is a Bank Transaction Monitor & Their Role?

As the Bank Accounts for the Churches is primarily operating as an online banking account under the authorised use of the Church Treasurer, [the primary user] the account needs to be observed by another appointed individual to ensure that no unauthorised or unexplained transactions take place (for accountability purposes).

The Church Council is required to appoint the individual in accordance with the requirements of the Bank to enable a “second user status” to be granted.

Skills Required

- Must be familiar with online banking procedures & have internet access

Time / Commitment Required

- Log onto the account at regular intervals (no less than once a month – may take 15-20 minutes)
- Enquire of the Church Treasurer if there are transactions above £2,500 [excluding instalment payments to Methodist Insurance and for the circuit assessment] or any other smaller transactions where the payee is not recognised.
- Where appropriate, give a report to the Minister/Church Council, including where satisfaction has been obtained that no irregularities have occurred. This may involve a monthly involvement of only 45-60 minutes per month in total.

What requirements do I need to fulfil to be the role of a Bank Transaction Monitor?

- Recommended but not compulsory - 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)
- Recommended but not compulsory - 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.