

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 Banker**

Location: Barnsley Methodist Circuit

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

What is a chapel banker?

The chapel banker deals with the day-to-day finances of the chapel and maybe part of the Leadership Team discussing the chapel's financial affairs. Reports the weekly income and expenditure to the Circuit Treasurer as well as updating any anticipated figures to enable monthly accounts and forecasts to be maintained.

Skills Required

- Be appointed by the chapel Leadership team / church members, after discussions with the minister to understand the responsibilities & duties

The role of a chapel banker

- Oversee a team to count the offering after every service and complete the sheet detailing monies received from which source and for what purpose
- Bank cash and cheques each week
- Receive receipts - reimburse people if cash wanted or if BACS payment required notify the Church Treasurer
- Pass receipts and petty cash vouchers to Church Treasurer
- Complete the Weekly Summary Sheet and email it to the Church Treasurer
- Receive all invoices and send scanned copies with an email to the Church Treasurer requesting settlement
- Receive emails with utility invoices and other payments that will be taken by direct debit and forward them to the Church Treasurer
- Record all money giving under the Offertory Envelope Scheme on a spreadsheet showing individuals gifts and keep the envelopes in a secure place
- Place the annual order for Offertory Envelopes in December for the following financial year
- Renew and complete contracts providing services to the chapel, after consultation with the Leadership Team / chapel members
- Regularly report to the Church Treasurer the chapel's anticipated income and expenditure
- Receive monthly Reports and Accounts from the Circuit Treasurer - copies to be circulated to the members of the LT and discussed at the next LT meeting
- Attend Leadership Team meetings as part of the Finance and Business Enterprise subgroup (where appropriate)

Gift Aid

- In most chapels the banker deals with Gift Aid & below is part of the Job Description (for those with a separate Gift Aid Coordinator - please see the relevant Gift Aid Job Description)
- Keep Gift Aid Declarations in a secure place – ask for them to be updated when necessary
- Calculate total offerings and gifts given by each individual under the Gift Aid Scheme for the financial year
- Calculate money given for which a Small Donations claim can be made
- Email details of both Gift Aid claims to the Church Treasurer (& chapel banker if different) to enable a claim for all the Churches to be made

Time / Commitment Required

- Time depends the size of the chapel & number of events & services each week – could be a few hours a month to 2-3 hours per week
- Bank cash and cheques every week
- Attend LT Meetings
- Liase with the Church Treasurer

What requirements do I need to fulfil to be the role of a chapel banker?

- 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.