

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: Gift Aid Coordinator**

**Location:** Barnsley Methodist Circuit

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

### ***What is a Chapel Banker & Gift Aid Coordinator?***

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

The Gift Aid coordinator only deals with Gift Aid issues, paperwork & declarations (if not the same person).

### ***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 Gift Aid Coordinator?***

- 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 to enable a claim for all the Churches to be made

### ***Time / Commitment Required***

- Liase with the Church Treasurer & Chapel Banker
- 1 hour per month (but depends on each chapel)

### ***What requirements are needed to fulfil the role of a Gift Aid Coordinator?***

- 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 17<sup>th</sup> 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.