

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: **Community Drop In Leader**

Location: Barnsley Methodist Circuit (Hoyland & Birdwell)

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

What is a Community Drop In?

Hoyland & Birdwell Community Drop In is a time where the chapel is open for church members & the community to go along for a bite to eat, play games, make friends or get creative with crafts. There is also a Foodbank.

What is a Community Drop In Leader?

A Community Drop In Leader is a person who works as part of a team at the event. They help create a friendly atmosphere where other volunteers & attendees feel welcome and included. The Leader is in charge of the event.

Skills Required

- Communication Skills
- Friendliness
- Enthusiasm
- Ability to work within a team & also lead the team

Time / Commitment Required

- The Community Drop In operates from 12.30pm to 3.30pm
- Time preparing before the event & afterwards
- Approximately 3-4 hours on day of event

The role of a Community Drop In Leader

- Advertise locally & on Facebook
- Draw up rotas
- Ensure food & refreshments are purchased and appropriately stored ready for use
- Ensure that everything is ready before the session
- Welcome visitors at the door
- Inform visitors of the activities taking place & guide them to the appropriate space
- Ensure the other volunteer helpers know what they are doing, & help where necessary
- Chat to visitors old and new, answer questions etc.
- Check room is ready for next user
- Ensure building is clear and that all lights etc are switched off and locked up.

What requirements are needed to fulfil the role of a Community Drop In Leader?

- 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 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.
- Preferred / recommended but not compulsory - First Aid certificate (every 3 years).

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.