

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: **Church Building Unlocking & Locking Up Volunteer**

Location: Barnsley Methodist Circuit

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

What is a church building locking / unlocking volunteer?

A church building locking / unlocking volunteers is someone who:-

- Unlocks the building before users / rental groups
- Locks the building and makes sure it is secure for the night

Skills Required

- Able to be at the building when the role requires
- Medically fit & able
- Methodical

Time / Commitment Required

- Unlocking volunteer – 5 minutes each session
- Locking up volunteer - 20 minutes each session

The role of a church building unlocking volunteer

- Be at the building before the first renters / users arrive
- Unlock the external doors
- Turn off the intruder alarm

The role of a church building locking volunteer

- Be at the building as soon as possible after the last renters / users leave
- Visually check the outside of the building
- Make sure there are no people left in the building, including in the toilets & lift (if applicable)
- Check all levels of the chapel (if applicable)
- Turn off all inside lights
- Close all fire doors
- Check the emergency exit doors are shut
- Make sure all taps and the hot-water heaters are turned off
- Make sure all windows are fastened shut
- Lock & bolt all external doors
- Set the intruder alarm (if applicable)

What requirements are needed to fulfil the role of being a church building locking / unlocking volunteer?

- Work within the framework of the Lone Worker Policy & Risk Assessment
- Complete the Keyholders Form D
- Preferred but not essential at the moment - 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.
- Preferred but not essential at the moment - 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.