

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 Property Co-ordinator

Location: Barnsley Methodist Circuit

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

What is a Property Co-ordinator?

Our chapels rely on their properties to enable many elements of their worship and mission. It is essential that we maintain the fabric and operational capacity of each building to enable these activities to take place in a safe and comfortable environment at minimum cost.

The Church Property Co-ordinator provides a link between the Church Council and the Property Representatives of each chapel to ensure that chapels are supported in running their buildings

The Church Property Co-ordinator maintains an overview of property matters within their Church, and is kept informed of issues arising with buildings and decisions to be made, in line with their overall responsibilities.

Skills Required

- Communication Skills
- A willingness to engage in building matters, whilst not needing to be an expert
- Attention to detail
- Willingness to maintain an overview of building-related records
- Occasional communication with contractors and external companies
- Enthusiasm for the role

Time / Commitment Required

- This will vary over the year, but occasional visits to chapels would be expected to view and discuss specific matters and some telephone calls may be required over the year with contractors.
- The person in this role would be asked to submit a report to each Church Council meeting and attend, if required.
- Once a year, the Property Co-ordinator would be invited to meet with the Circuit Resources Group and other Property Co-ordinator Groups.

The role of the Property Co-ordinator

- Maintain an overview of all Church buildings / property through contact with Chapel Property Representatives.
- Be aware of and keep overview summary records relating to the fabric and operation of all chapel buildings including: available plans; records of annual contracts (fire safety, security, boiler maintenance, PAT Testing, etc); Quinquennial and Electrical inspections. Most activity is actually done at Chapel level so this is an oversight role.

- Co-ordinating core health & safety documentation and risk assessments and checking that these are in place at each Chapel.
- Checking whether the recommendations of Quinquennial and electrical inspections have been implemented and whether there is a planned programme to do so.
- Provide encouragement and support to Chapel Property Representatives in their role, such as by sharing contractor details and helping with decision making, providing guidance and advice where appropriate
- Report to each Church Council meeting (written or verbal in person)
- Support occasional surveys and other on-site visits, if requested by Property Representative
- Attend an annual Circuit meeting to discuss property matters
- Be willing to consider with others how we manage our chapel buildings in an environmentally friendly manner

What requirements are needed to fulfil the role of being a Property Co-ordinator?

- 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) & 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.
- 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.