



Roles and responsibilities

Deacon with responsibility for – Buildings and DBS: Pete

“Deacons shall, with the Minister(s) (if any), be responsible for the leadership of the church, the fulfilment of its purpose, the pastoral care of its members and its day-to-day management and administration”

Being a Trustee of the church - Churches are subject to the requirements of charity law and therefore must have Trustees. As a Deacon, you are one of the Trustees, which comes with some important legal responsibilities.

Decision making - Deacons are expected to make decisions. Taking decisions is part of being a church leader. Deacons, acting together after prayer and consultation, are expected to give a lead to the church.

Meetings – Deacons are required to attend Church members meetings and AGM. Prieves deacons Meetings and away days, where possible.

DBS:

- Manage and update all DBS checks within the church.
- Send application documents to new applicants within the church.
- Check and authenticate official supporting documents.
- Notify individuals when their DBS needs renewing.
- Notify church Diaconate of any legal changes in relation to DBS procedures.

Buildings:

- Be responsible for overseeing the maintenance of all church property (church buildings and manse).
- Help to set a yearly budget for any works needing to be carried out.
- Help produce a rota for the church garden maintenance.
- Have responsibility for managing the church cleaners.
- Church fire office – assist the church leadership to ensure fire safety. Regularly review and when necessary, update fire safety procedures and policies.

- Liaise with Fire Alarm company.
- Help to create a document that informs each group using the church building of our fire procedures.