Review of all Office-Holders

We are required to hold an annual conversation with everyone who works on behalf of the church. This is to ensure that people feel comfortable in their roles and adequately supported.

The minister and Safeguarding Team are therefore proposing to hold ‘surgeries’ during Coffee on Tuesday mornings 2nd and 16th October. Those who need to attend will be given an invitation and an approximate time. We do not envisage each conversation taking very long, but it will be an opportunity to show that we appreciate the work that people do for the church and address any issues that they may have concerning their roles.

Alternative times will be found for anyone who can’t manage these dates.

*Notes for other churches considering adopting a similar system:*

*This format is now out-of-date in that the most recent Model Safeguarding Policy says that each worker should have regular meetings with their supervisor rather than an annual review conducted on behalf of the Church Council.*

*However we feel that this could make a lot of work for some people e.g. the young church superintendent or pastoral secretary, and also that it is difficult to agree who is the ‘supervisor’ for some roles.*

*Arguably the new wording applies more easily to employed workers, whereas we want to emphasize the important of this process for volunteers.*

*Therefore we intend to continue with this system as it is delivered by people whose particular emphasis is Safeguarding and also clearly shows the support and recognition of the Church Council for the work being done on their behalf.*

*A sample form for keeping a record of people’s responses is also available. We have asked workers to complete what they can in advance and then we have added to it on the day as necessary. The form is then signed and retained for reference.*

*Although this process has not yet identified any specific Safeguarding concerns, it has been very valuable in highlighting some problems with people’s roles and enabled the church to address these. All involved have found the experience helpful.*

*It is difficult to decide how far this process should be extended to people with less major roles.*

*So far we have only used it for those people who are clearly identified as appointed by the Church Council and not for those who, say, help at Lunch Club. Perhaps a group meeting of the helpers at a particular activity could address their needs?*