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| **Service Leader Role Description and Working Agreement [TEMPLATE]** |
| ***This is a template, to be amended as required by the particular context and signed off by the PCC, taking note of what safeguarding training and DBS checks are required.*****The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.**  |
| **Name of church/body** |  |
| **Role title** |  Service Leader |
| **Main purpose of the role** | To lead services of the word in one’s own parish, frequency to be agreed with the incumbent |
| **What you will be doing** | *Any of the following, by agreement with the Incumbent. Please tick whichever are applicable:** Planning services
* Choosing songs
* Leading the main service of the word
* Leading all age worship services
* Leading seasonal services
* Leading Fresh Expressions of church
* Leading morning prayer

The role is **not eligible** for a DBS check at Enhanced or Enhanced plus barred level unless, as part of your role you supervise children in a worship band/music group/choir. NOTE: Please revisit the DBS requirements if the role description changes and involves working with children. |
| **When and where you will be doing it** |  |
| **Disclosure & Barring Service (DBS) Requirements**  | * Not eligible for Enhanced or Enhanced plus Barred DBS check
* Recruited according to C of E safer recruitment guidelines
* DBS requirements are to be reviewed if the role involves working with children or vulnerable adults
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| **Training requirements** | * Basic Awareness
* Foundations
* Safeguarding Leadership Training
* Service Leaders course

*(Optional)* Worship and spirituality module through the Local Ministry ProgrammeOther courses as appropriate in discussion with Incumbent |
| **Support you will be given**  | Your supervisor is:* Supervision will be every:

………….weeksOr ………….months* Annual Review will be in Jan/Feb of each year.
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| **Person Specification** | It is expected that those who are Service Leaders are identified as having* Love for God: Is rooted in established patterns of corporate worship, Bible reading, prayer, study and reflection
* Call to ministry: Has a sense of calling to serve in this ministry that is affirmed by others
* Love for people: An ability to communicate well and with empathy
* Wisdom: Shows personal integrity, emotional maturity and honesty.
* Humility, teachability and temperament that responds well to feedback
* Good standing in the parish and presents themselves well in public

**Created by:** **Date:** **This role description and working agreement will be reviewed in (date):** **Agreement****Incumbent: …………………****Signature: …………………………****Date: …………………………*** **I agree to serving within the framework of this role description**
* **I agree to completing any necessary safeguarding training**
* **I agree to respond to any safeguarding matters (Respond, Record, Report) in line with the Parish Safeguarding Policy**

**Post Holder (Print Name): …………………………****Signature: …………………………** |