

Volunteer Role Description TOWER CAPTAIN	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.</p> <p>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.</p>	
Name of church/body	St Barnabas Church, Swanmore
Role title	Tower Captain
Main purpose of the role	To ring the St Barnabas Church bells as lead of a team, prior to acts of worship and other appropriate occasions such as weekly practice sessions, weddings and other community occasions which may be enhanced by the ringing of the bells
What you will be doing	<ul style="list-style-type: none"> • Take responsibility for arrangements for the bells to be rung for services and for other occasions as required • Organise the ringing for practices • Keep a register of persons all present in the tower on any occasion • Recruit and inducting team members into their role and provide ongoing training, support, accountability, oversight and supervision • Recommend acceptance/non-acceptance to the incumbent, Church Wardens if requests to ring at St Barnabas by visiting bands are received. If accepted to ensure that visiting bands are met prior to ringing • Advise the Incumbent, Church Wardens, PCC of any maintenance or repair requirements of bells, fittings, ropes and ringing room or bell chamber • Ensure compliance in relation to ringers and visitors with St Barnabas Safeguarding Policy Statement and Responding to Safeguarding Allegations or Concerns Procedure • Ensure as far as is practicable the health & safety of ringers and visitors to the tower • Assist any persons appointed by the PCC to carry out risk assessments pertaining to the bell ringing sections of the church including tower and bell installation • Organise a deputy to be present during any absences and ensure they meet the Church of England and St Barnabas Church safer recruitment requirements • Ensure that guidelines issued by the Central Council of Church Bell Ringers via the Dioceses are followed
When and where you will be doing it	<p><u>Time Commitment:</u> Sundays and rehearsals with additional sessions for weddings and special occasions</p> <p><u>Place:</u> St Barnabas Church Bell Tower</p>

Disclosure & Barring Service (DBS) Requirements	Role requires an Enhanced DBS check with child barred list information. This DBS check needs to be renewed every 3 years unless avoided by subscribing to the on-line DBS update service.
Who you will be responsible to	<ul style="list-style-type: none"> • Incumbent • Church Wardens during vacancy • St Barnabas PCC
Training requirements	<ul style="list-style-type: none"> • The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ • The highest level training, needs to be refreshed every three years
Support you will be given	The Chair and PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training
General information	<ul style="list-style-type: none"> • This role is voluntary • The volunteer would be approved by the PCC after meeting the Church of England and St Barnabas Church Safer Recruitment requirements • Comply with Portsmouth Diocese & St Barnabas Church Safeguarding Policy & Procedure • Comply with General Data Protection Regulations • The post holder should always feel free to talk to the PCC Chair at any point to discuss adjusting or continuing in this role • PCC will agree that the post holder can delegate certain responsibilities to a deputy if required. The person delegated to should simply be approved by the PCC • This post is subject to a satisfactory probationary period of 3 months • This Role Description is binding in honour only, and it does not create a legally binding contract

Created by: Edd Colliss (St Barnabas Tower Captain) Caroline Vost (PSO)	Date PCC approved:	Review date:
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