



# Peterborough Diocesan Guild of Church Bellringers

## Steward Role Description

### Role Description

- To provide guidance on matters relating to bells, frames and related technical matters.

### Responsibilities

- To form one of the Guild Executive Committee, and act as a trustee of the Charity
- Act as a point of contact for technical advice to the Guild
- To Chair the Restoration & Maintenance Committee
- To make recommendations for grant from the Bell Repair Fund to Guild meetings
- Maintain a register of applications and their status
- Arrange inspection of completed works and approve for grant payment
- Perform an annual review of bells in the Guild and their condition.
- Maintain an inventory of bells

### Limitations

- The Steward does not endorse any particular company for any specific activity

### Reports to

- Guild Management Committee on behalf of the Restoration & Maintenance Committee
- Guild Management Committee on behalf of the Bell Repair Fund
- Annual General Meeting

### Main interactions

- Branch Stewards
- DAC Bells Advisor
- CCCBR
- External contacts

### Expectations

- Will be a suitable person to act as a trustee to the charity
- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a leadership level through the CofE
- Will be sufficiently able to access bells and frames for the purpose of inspection and providing advice