

## Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

### Role: Pastoral Committee Secretary

**Group: 2**    **Workforce (Child/Adult): Adult & Child**

#### Volunteer Role Outline

**Role information:** To be responsible for the recruitment and organising of Pastoral Visitors and allocating them to members.

**Location:** Local Church

**Responsible to:** The Minister and Church Council

**Eligibility:** A confirmed member of The Methodist Church

**Commitment:** To organise two Pastoral Visitor meetings per year and support PVs when requested.

#### Key volunteer activities

- Prepare agendas for the Pastoral Committee Meeting
- Prepare the report for the Church Council Meeting
- To attend pastoral committee meetings and take minutes
- To keep the minister informed if there are urgent or specific pastoral needs
- To keep the Safeguarding Officer informed if there are safeguarding concerns
- To allocate Pastoral Visitors to members
- To manage relationships between Pastoral Visitors and Members
- To arrange with a minister home communion for house bound members
- To send cards from the church as appropriate
- To keep up to date with safeguarding training
- To attend pastoral visitor training
- To be aware of the circuit policy on confidentiality/GDPR and act appropriately
- To be aware of the circuit policy on accepting money.

#### Personal Skills

- To be rooted in the worship life of the local church
- Good interpersonal skills
- A willingness to work as part of a team

## Boundaries

- The Pastoral Visitor Secretary may become involved in Care and Safeguarding matters for vulnerable members but should not act alone without advice from the Minister.
- Should be aware and encourage the use of Circuit log books for PV.

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

## Training and support provided

- Volunteers are supported by the Minister and Church Council
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation course renewable every four years. EDI training maybe required
- Out of office expenses can be applied for.

## Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH  
NB All information will be held in accordance with GDPR