

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 Visitor (PV)

Group: 2/3 Workforce (Child/Adult): Adult & Child

Volunteer Role Outline

Role information:	A person appointed by the Church Council to exercise pastoral care over those committed to their charge.
Location:	Local Church
Responsible to:	The Church Pastoral Secretary, Church Council and Minister
Eligibility:	A confirmed member of The Methodist Church over 18 years of age
Commitment:	To attend Pastoral Committee Meetings at least once a year. To maintain contact with those in their care.

Key volunteer activities

In general:

- To be rooted in the worship life of the local church
- To attend pastoral visitor training
- To attend lead pastoral committee meetings
- To be aware of the circuit policy on confidentiality and act appropriately
- To be aware of the circuit policy on accepting money.
- To liaise with pastoral Secretary if family circumstances change
- Mentor/Support other Pastoral Visitors
- Liaise with Pastoral Secretary
- To keep up to date with safeguarding training

When visiting:

- To visit depending on need
- To ensure the visit is carried out in the context of prayer
- 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 keep a record of visits – if possible using the Circuit Log Books
- To ensure their safety and the safe care of those they visit
- To attend home communions with the minister, if requested.
- To leave/send cards from the church as appropriate
- To accompany Pastoral Visitor or Minister when visiting people with vulnerabilities

Personal Skills

- Good interpersonal skills
- An empathetic approach to personal issues
- Discrete and able to maintain confidence
- A willingness to work as part of a team

Boundaries

- The Pastoral Visitor should not perform roles that are reserved for ordained ministers.
- Must not make visits alone to vulnerable adults or children.

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 **may** need a satisfactory criminal record clearance certificate (DBS) depending on who they visit. 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
- Circuit training courses and information packs for Pastoral Visitors
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and Advance Module renewable every four years, EDI training may be 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