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| **Lay Pastoral Assistant Role Description (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 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** | Lay Pastoral Assistant  |
| **Main purpose of the role** | To provide pastoral care for adult church members, adult members of the parish and local community where appropriate. To provide leadership/pastoral support to other LPAs/LPVs (as agreed with the incumbent) |
| **What you will be doing** | *Any of the following, by agreement with the Incumbent. Please tick all that are applicable:** To visit the sick, those in hospital, and the housebound
* To support the dying and the bereaved
* To visit newcomers to the church
* To visit those who move into the local area
* To support vulnerable families within the community
* To administer Holy Communion by extension to the sick and the housebound
* To pray with and for people when visiting, either informally or using approved prayers
* To do occasional shopping/bill paying with or for the person visited where the adult is in need of that assistanceby reason of age, illness or disability
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| **When and where you will be doing it** |  |
| **Safeguarding Responsibilities**  | * All pastoral care will be provided in line with House of Bishops Safeguarding Guidance best safeguarding practice
* Maintain records of pastoral visits including where vulnerability is identified in line with data protection legislation
* Report all safeguarding concerns to the incumbent or parish Safeguarding Officer within 24 hours
* Signpost to expert support and partner agencies
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| **Disclosure & Barring Service (DBS) Requirements**  | The role is eligible for a DBS check, Adult Workforce at Enhanced Plus Barred  |
| **Training requirements** | * Basic Awareness
* Foundations
* Raising Awareness of Domestic Abuse
* Safeguarding Leadership Training
* Pastoral training (LPV or former PA training)
* Additional optional modules (as detailed on the diocesan website)
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| **Support/supervision you will be given**  | Your supervisor is:* Supervision will be every:

………….weeksOr ………….months* Annual Review will be in Jan/Feb of each year.
* Standardised or church based email address

(Consider supplying church phone) |
| **Person Specification** | It is expected that those who are Lay Pastoral Assistants 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 call to serve in this ministry that is recognised and affirmed by others
* Love for people: An ability to be empathic with good listening skills. Able to respect confidentiality (as per safeguarding guidelines)
* Self-care: Is a person of openness, stability and self-awareness and can nurture themselves while caring pastorally for others.
* Wisdom: Shows personal integrity, emotional maturity and honesty. Handles conflict well.
* Fruitfulness: Recognises their strengths and weaknesses, and resources themselves with good self-care. Models humility.

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| **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: …………………………** |