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| **Lay Pastoral Visitor Role Description and Working Agreement (TEMPLATE)** | |
| ***This is a template, to be completed 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 Visitor |
| **Main purpose of the role** | To provide pastoral care for adult church members, adult members of the parish and local community where appropriate. |
| **What you will be doing** | This role may at any time include the following:   * To visit newcomers to the church, * Visit those who move into the local area * To pray with and for people when visiting, either informally or using approved prayers * To visit the sick, those in hospital, and the housebound * To provide pastoral care, support and assistance to those identified by the pastoral team lead or incumbent.   For DBS requirements you will **not**, as part of your role:   1. Managing anyone’s bills, handling cash or doing someone’s shopping. 2. Give anyone a lift to a healthcare appointment in a vehicle as part of your role 3. Provide personal care |
| **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 |
| **Disclosure & Barring Service (DBS) Requirements** | * Enhanced DBS Check r**equired** for adult workforce * Not eligible for Enhanced **plus Barred** DBS check * Recruited according to C of E safer recruitment guidelines |
| **Training requirements** | * Basic Awareness * Foundations Safeguarding * Lay Pastoral Visitors Course (Optional; this training may be delivered locally in parish) |
| **Support you will be given** | Your supervisor is:   * Supervision will be every:   ………….weeks  Or ………….months   * Annual Review will be in March of each year. * Standardised or church based email address   (Consider supplying church phone) |
| **Person Specification** | It is expected that those who are Lay Pastoral Visitors are identified as having   * Sufficient Christian maturity * Trustworthiness * Good standing in the parish * Been a worshipping member of the congregation for at least 12 months * Humility and self-awareness * An ability to be empathic with good listening skills * Ability to respect confidentiality (as per safeguarding guidelines) * Personal integrity, emotional maturity and honesty |

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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: …………………………** |