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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 |
| **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** | 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) |
| **Support/supervision you will be given** | Your supervisor is:   * Supervision will be every:   ………….weeks  Or ………….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: …………………………** |