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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
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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**  | * 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
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| **Training requirements** | * Basic Awareness
* Foundations Safeguarding
* Lay Pastoral Visitors Course (Optional; this training may be delivered locally in parish)
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| **Support you will be given**  | Your supervisor is:* Supervision will be every:

………….weeksOr ………….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: …………………………** |