**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job 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 (Lead)**

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

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| Volunteer Role OutlineRole information: A person appointed by the Church Council to exercise pastoral care over those committed to their charge. To support Pastoral Visitors with regulated activities. **Location:** Local Church  **Responsible to:** The 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 allocated 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
* To ensure their safety and the safe care of those they visit
* To attend home communions with the minister.
* 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 (Lead) 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 will need a satisfactory criminal record clearance certificate (DBS). 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
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and Advance Module renewable every four years.
* 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)

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 the Data Protection Act 1998