## Volunteer Role Outline – Pastoral Visitors Secretary

# Summary of possible volunteer activities

* If a Pastoral Visitor themselves, to follow the job description of a Pastoral Visitor
* In conjunction with the minister, to prepare agendas for meetings of the Pastoral Visitors Meeting
* To take proper minutes of these meetings
* To take names of potential new pastoral visitors to the church council for approval
* To ensure all pastoral visitors receive the annual membership tickets for distribution
* To prepare reports for the church council meetings
* To ensure the Safeguarding Officer or Administrator in charge of compiling Safeguarding information, have up to date information of all Visitors
* To ensure all Pastoral visitors have up to date DBS checks and have attended Foundation Safeguarding training.

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there should be no additional requirement to apply for a further DBS check.**

**Criminal record check-DBS**

The volunteer will need a satisfactory criminal record clearance certificate. Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church. The procedure for applying for a DBS is on the last page of this document.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Circuit Safeguarding Policy.

**Training:**

* Volunteers are required to attend safeguarding training, Creating Safer Space- Foundation & Leadership modules, the advanced training, and any subsequent updated or refresher training.
* Volunteers are strongly recommended to attend the Unconscious Bias training and the Equality, Diversity and Inclusion training.

**Money:**

If an offering is given to a pastoral visitor by someone who is capable of understanding what they are doing, a receipt should be given. A record should be kept by the pastoral visitor and the transaction should be recorded by the church treasurer.

In the case of someone who is not capable of understanding, money **should not,** be accepted, a note should be made of the incident and the action taken recorded by the Pastoral Visitor/Committee Secretary.

**If your role requires you to have a DBS certificate, please follow this procedure: If your role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.